

Mayor's Policy Instructions & Controller's Technical Instructions

Budget Years 2026-27 & 2027-28

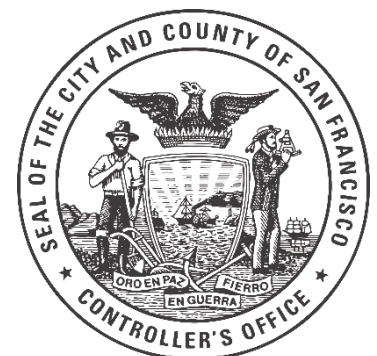


Prepared by

**MAYOR'S OFFICE OF PUBLIC POLICY AND
FINANCE**

**OFFICE OF THE CONTROLLER BUDGET AND
ANALYSIS DIVISION**

December 12, 2025



About the Controller's Office

The Controller is the chief financial officer and auditor for the City and County of San Francisco. We produce regular reports on the City's financial condition, economic condition, and the performance of City government. We are also responsible for key aspects of the City's financial operations — from processing payroll for City employees to processing and monitoring the City's budget.

Our team includes financial, tech, accounting, analytical and other professionals who work hard to secure the City's financial integrity and promote efficient, effective, and accountable government. We strive to be a model for good government and to make the City a better place to live and work.

About Budget & Analysis Division

The Budget and Analysis Division (BAD) manages the technical development of the City's annual budget, including forecasting tax revenues, costing and budgeting labor and benefit costs, and assisting the Mayor and Board of Supervisors with costing and budgeting of policy initiatives. The group manages the City's adherence to voter-approved spending requirements and financial policies and produces a variety of reports, including quarterly budget status updates and various fee-related reports. Additionally, the division manages property tax apportionment, rate setting, and reporting to the state, places special assessments on property tax bills, and processes the Assessor's changes to prior and current year property tax rolls.

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 [@sfcontroller](https://twitter.com/sfcontroller)

 [Controller's Office LinkedIn](#)

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Budget Schedule

Date	Item
Friday, December 12, 2025	BFM opens to Departments.
Friday, December 12, 2025	Mayor's Budget Kick-off with key updates and reminders, virtual session via Microsoft Teams.
January 2026	Optional 1:1 training session with BAD analysts and their own departments.
January 2026	Technology Project Proposals due to COIT are to be submitted in the budget system for all IT projects greater than \$500,000. Due January 23, 2026 GFS capital and NGFS Capital projects that go through CPC are to be submitted in the budget system. Due January 16, 2026
Monday, February 23, 2026 5 PM	<ol style="list-style-type: none"> 1. Charter-mandated due date for all departments to submit their budgets. All forms should be submitted to the Mayor's Budget Office (MBO) and to the Controller's Office electronically, as both PDFs and in Excel. 2. Links to department budget submissions will be posted online on the City's budget website, https://sf.gov/topics/budget per ordinance 191072. 3. Fleet requests are due to MBO and City Administrator's Office through budget forms 4. Non-fleet equipment requests are due through budget forms to MBO 5. All non-General Fund Support capital projects funded should be loaded by departments into the budget.
Monday, February 23, 2026 5 PM	For new recurring grants included in the department budget submission, all required Accept and Expend (A&E) documentation provided to Mayor's Office and Controller's Accounting Operations & Systems Division Fund Accountant.
Wednesday, April 1, 2026	All budget-related legislation due to the Mayor's Office, aka "trailer" legislation such as fee legislation.
Friday, May 1, 2026	Mayor's Proposed Budget for Select Department is introduced to the Board of Supervisors.
Monday, June 1, 2026	Mayor's Proposed Budget is introduced to the Board of Supervisors.
Friday, July 31, 2026	Last day for Board of Supervisors to adopt the two-year budget.

Department Budget Submission Checklist

All departments must complete and submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: _____

- ☐ **Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - ☐ **Proposed GF target reductions**
 - ☐ **Department Budget Summary:** Completed "Form 1B: Department Budget Summary."
- ☐ **Revenue Report:** Completed "Form 2A: Revenue Report."
- ☐ **Fees & Fines:** Completed "Form 2B: Fees & Fines."
- ☐ **Cost Recovery:** Completed "Form 2C: Cost Recovery."
- ☐ **Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- ☐ **Deappropriations from prior years' budget** – Indicate if these are included in your submitted budget, and please explain in the expenditure changes form "Form 3A: Expenditure Changes."
- ☐ **Position Changes:** Completed "Form 3B: Position Changes."
- ☐ **Equipment & Fleet:** Completed "Form 4A: Equipment Request" and "Form 4B: Fleet Request."
- ☐ **Minimum Compensation Ordinance:** By checking this box, the department confirms that the effects of the MCO in contracting have been considered as part of the budget submission.
- ☐ **Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing & new Prop Js.
- ☐ **Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing Report from BFM Reporting.
- ☐ **Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Org charts also reflect any proposed position changes.
- ☐ **New Legislation:**
 - ☐ Accept & Expend (A&E) legislation for new grants included in the department budget submission
 - ☐ Included draft legislation that department would like to submit with the budget; or,
 - ☐ Draft legislation is in progress currently. A description of the proposed changes is included in the "Summary of Major Changes" table.
- ☐ **Other Requests:** Submitted requests for the following items:
 - ☐ COIT
 - ☐ Capital

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are included in my department's budget submission or have been submitted through the proper online forms.

Full Name: _____

Signature: _____

Introduction - User Guide

This document contains the Mayor's Office policy instructions, technical instructions, and submission forms for preparation of the FY 2026-27 (BY) and FY 2027-28 (BY+1) budgets.

The document is divided into five major parts:

New Instructions & Key Reminders: Outlines key changes to look for in this year's instructions.

Mayor's Office Policy Instructions: Outlines the Mayor's Office policy instructions for the development of the budget.

Budget Submission Forms and Instructions: Provides the required budget forms.

Technical Instructions: Outlines the organization of the budget process and highlights changes from last year's budget instructions.

Appendices: Provides additional policies, processes, and forms to help departments complete budget submissions.

Looking for more information? Go to the Budget System home page, Budget Formulation & Management (BFM), for electronic versions of Instructions and Budget forms, and other helpful links:

The screenshot shows the SF Budget System home page. At the top is a blue navigation bar with the SF BUDGET logo, Home, and Links. Below this is a 'My Dashboard' section with a dropdown arrow. The dashboard contains six tiles:

- Reference:** A purple-bordered tile with text: 'Avoid pasting and entering bad data in the forms, click button below for tips'. At the bottom is a link: '> Tips for entering values'.
- Projections Today:** A grey-bordered tile with a large '0' and text: 'Full project scheduled every Friday at 10:00 PM'. At the bottom is a link: '> View Projection History'.
- Budget Instructions:** A blue-bordered tile with text: 'Hello! Don't forget to read me. I can be very helpful!'. At the bottom is a link: '> Budget Instructions'.
- Budget Instr. Forms:** A blue-bordered tile with text: 'Click here to access budget instruction forms'. At the bottom is a link: '> Budget Instruction Forms'.
- ChartField Request Fo ...:** A green-bordered tile with text: 'Click here to access ChartField Request forms'. At the bottom is a link: '> ChartField Request Forms'.
- We want your feedback!:** An orange-bordered tile with text: 'Click below to share your experience or ask questions. We appreciate your feedback!'. At the bottom is a link: '> SF Budget Feedback'.

For questions concerning the Mayor's Office Policy Instructions, contact your department's analyst in the Mayor's Budget Office. For questions concerning technical guidance and/or using the budget system, contact your department's analyst in the Controller's Budget & Analysis Division.

New Instructions and Key Reminders

CHANGES TO INSTRUCTIONS

Form 1A Questions: Update and addition of narrative questions for departments, including additional information requested for use of fund balance, workorders, position substitutions, and policy impacts on revenue. Overall, 5 existing questions have been modified, and 8 questions have been added; some questions will have several subparts. Departments should take deliberate time to review the changes to the questions, gather relevant information, and prepare answers ahead of their submissions. Also, departments must complete the full Form 1A AND submit a 1-2 page memo as outlined in form 1A.

Cost of Doing Business (CODB): In October 2023, the Board of Supervisors enacted an ordinance requiring the Controller to formulate an initial base budget for City agencies, encompassing cost increases for nonprofit agreements to account for inflation. The Controller's Office has implemented this initiative for the FY2027-28 Base budget, utilizing an indexed 3% rate to stabilize inflation adjustments. The Cost of Doing Business (CODB) adjustment pertains to General Fund agreements with nonprofits and will be updated annually based on an inflation forecast. Any budget adjustments to the CODB eligible amounts following Base Budget should account for the inflation factor.

Accept & Expend (A&E's) Legislation for New Grants: Departments that include the first year of a new recurring grant that has not previously received approval in the AAO should submit an A&E resolution to accompany the introduction of the Mayor's Proposed budget. Please send the A&E package to your departments assigned Controller's Office AOSD fund accountant by the Department Budget Submission February deadline. New and non-recurring grants greater than \$100,000 should not be included in the AAO and only go through the regular A&E process. **Legislation which may change this procedure is currently in process. Please be aware that further instruction may be provided by the Controller's Office Accounting Operations and Supplier Division (AOSD) in early calendar year 2026.**

HCM Position# and ASO Reconciliation: The HCM Position# in the budget is for reference only and is used to identify position changes, such as reassignment or substitutions. In mid-July, departments will have the opportunity to update Position#s during the SF Budget Position# Crosswalk. This includes replacing system-generated placeholder Position#s for new positions with the correct SF People & Pay Position# and updating existing SF Budget Position#s to align with their corresponding SF People & Pay Position#. Completing the crosswalk helps streamline your department's ASO Reconciliation process in August. The crosswalk data is loaded into SF Budget and then uploaded to SF People & Pay via the ASO Interface, eliminating the need to reconcile these positions during the ASO reconciliation period.

ADM Digital Services and DataSF Work Order: In FY 2019, Digital Services and DataSF functions were transferred from the Department of Technology (TIS) to the City Administrator's Office (ADM). However, the work order recoveries supporting these functions remained in TIS. The Budget & Appropriations Committee later approved the Budget & Legislative Analyst's recommendation to shift the responsibility for charging Digital Services and DataSF costs to ADM. The base budget reflects a cost-neutral adjustment. The portion of Digital Services and DataSF costs previously included in the TIS work order (581210 DT Technology Infrastructure) has been reduced, and the same amount has been added to the ADM Digital Services work order (581161 GF ADM Digital Services).

Technology Projects for COIT Approval: Departments must submit any new GF and NGF technology project with an anticipated expenditure over \$500,000 to COIT for approval. All projects requesting COIT funding for expenditures exceeding \$500,000 must submit a COIT Technology application for new and existing projects

KEY REMINDERS

Budget System (BFM) Learning Guides: Detailed training materials and BFM user guides are available online. These resources provide step-by-step instructions and helpful tips to assist users with making entries in BFM. Please refer to these materials whenever you need support or additional guidance. To access the user guides, click on each topic under SF Budget to find the attached user guide and training presentation materials.

<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/11000072945-sf-budget-system-training>

Forms 2A (Revenue Report), **3A** (Expenditure Changes), and **3B** (Position Changes) are completed by running the Budget Submission Report in BFM.

Form 2B (Fees and Fines) for all existing fees, fines, and service charges, and **Form 2C** (Fee Cost Recovery) for any new or modified fees, fines, or service charges (see Mayor's Policy Instructions for more information on appropriate fees and fines). CON will continue to certify fee levels by April and May of each year, in parallel with the compilation of the Master Fee Schedule and changes in the fee levels can be fully reflected in the revenue budgets. Please carefully read the related updates in the instructions for the updated form 2B.

Prop J Submissions for BY are required for recurring or new requests to contract out work previously done by City workers or that could be done by City workers. Please review and adjust, as necessary, any position and non-position budget information from the prior budget cycle. Position level information has "rolled" (prior years BY+1 has become this years BY) so departments may need to re-adjust. Fixed Budget Departments should submit Prop Js for both years (BY & BY+1) of this "open" budget cycle.

Department Budget Submission Checklist, completed and signed by the Chief Financial Officers or Budget Managers should be submitted as cover sheet to the department budget submission. This checklist should be included in the department's electronic and physical submissions and is available in the "Budget Submission Forms and Instructions" section.

Department Budgets Posted Online: In addition to electronic copies of budget submissions, departments must also post their budget submission online. The Controller's Office will post departments' budget submissions on the SF Budget Website, <https://sf.gov/topics/budget>. Departments will also be required to post their FY 2026-27 and FY 2027-28 budget priorities, public meeting dates and materials, and department stage budget submissions on their own department websites.

Department Hearings: In accordance with the adopted Budget Approval Process legislation ([Administrative Code Section 3.3](#)), most departments need to hold one public meeting for public input on their departmental budget priorities after the Mayor issues budget instructions in December, and one hearing at least 15 days later and no later than February 14th, to solicit public input on their budget submissions. Links to the date of these hearings and department budget submissions shall be posted on the Controller website <https://sf.gov/topics/budget>.

Interdepartmental Services (IDS) Balancing report: BFM Reporting contains a report containing both the performing and requesting department's budgeted interdepartmental services. The report is under the Balancing tab, titled "Department – IDS Form Balancing Report."

Minimum Compensation Ordinance: When preparing proposed budgets and requests for supplemental appropriations for contract services, City departments that regularly enter into agreements for the provision of services by nonprofit organizations shall transmit with their proposal a written confirmation that the department has considered in its calculations the costs that the nonprofit organizations calculate that they will incur in complying with the Minimum Compensation Ordinance. Please indicate that your department has considered this by checking the MCO box in the Department Budget Submission Checklist to be returned with your budget submission.

Employee Recognition costs – Employee recognition costs should be budgeted in account 523050-Employee Recognition

Equipment Titles: All budgeted pieces of equipment must have unique, descriptive, and specific titles. Equipment titles cannot be generic or encompass a broad variety of uses. Any title that is found to be generic will be required to be changed.

Equipment and Fleet Requests: Budget requests will be submitted as a Budget Form in the budget system with Department budget submissions. New GFS requests and changes to the existing GFS approved equipment budget will not be part of the total \$ amount in department budget submissions and will not be visible in returns.

Capital Request Coding Information: PeopleSoft chart fields are required with your non-Capital Projects Committee (CPC) and Non-General Fund Capital Budget request submissions. Placeholder codes are available for new CPC project requests. Chartfields for existing projects will be prepopulated in BFM's capital request forms but new project requests that are funded will ultimately require new codes. Please be sure to review this change in the Capital Budget requests instructions below.

COIT: Technology project submissions and project proposals should be entered into BFM. The COIT 3600 form is available to support the department budget submissions for technology projects. COIT Staff will review and approve submissions within BFM.

Organizational Charts: Departments are reminded that organizational charts are due to the Mayor's Budget Office with their budget submission. This should include a high-level chart that shows only major departmental structures, as well as charts for all major divisions down to the job classifications, with an indication of whether the position is filled or not. Any proposed position changes within the budget submission should be reflected in these organizational charts. Departments must clearly indicate which positions reflect proposed changes on their organizational charts.

Policy for Restoring Items Rejected by the Mayor or the Board of Supervisors Pursuant to San Francisco Charter Code Section 9.113(c) and Administrative Code section 3.18, "in the event the Mayor or a member of the Board of Supervisors recommends a supplemental appropriation ordinance after the adoption of the budget for any fiscal years and prior to the close of the fiscal year containing any item which had been rejected by the Mayor in his/her review of departmental budget estimates for the fiscal year or which had been rejected by the Board of Supervisors in its consideration of the Mayor's proposed budget for the fiscal year, it shall require a vote of two-thirds of all members of the Board of Supervisors to approve such supplemental appropriation ordinance."

This provision applies to an entire supplemental appropriation ordinance when the Mayor or the Board of Supervisors reduces expenditures in a department's budget after the department stage of the budget.

Departments should be aware of this provision before increasing budget appropriations that could be subsequently reduced in Mayor or Board Stages. Departments are welcome to discuss potential increases with

their Mayor's Budget Office Analyst ahead of loading in BFM.

Mid-year Supplemental Appropriations: The CSA allocation, two-tenths of one percent of the appropriation source, for mid-year (non-AAO) supplemental appropriation is only applicable to appropriations \$50,000,000 or greater.

Expenditure Baselines: The Charter requires that City Departments and the Controller's Office track budgets that meet the Children Baseline, Transitional-Aged Youth Baseline, Early Care and Education Baseline, and the Our City, Our Home Baseline. Because these populations and services overlap, the City must track all of the intersections as well. The below table shows how to code various budgets using Activity Type, an attribute of the Project Activity chart field. **Please do not reallocate the existing baseline budget in these Activity Types to other Chartfields without first discussing with both your Mayor's Budget Office and Controller's Office analyst.**

Activity Type	Description	Full Activity Type Description	Children's Baseline	TAY's Baseline	OECE's Baseline	OCOH's Baseline
8	Children's Baseline	Children's Baseline	X			
9	Transitional Aged Yth Baseline	Transitional Aged Yth Baseline		X		
10	Permanent Housing – General	Permanent Housing – General				X
11	Perm Hsg ShortTerm RentSubsidy	Permanent Housing – Short Term Rental Subsidies				X
12	Perm Hsg Homeless Youth 18-29	Permanent Housing – Homeless Youth 18 - 29				X
13	Perm Hsg Homeless Families	Permanent Housing – Homeless Families Children < 18	X			X
14	Homeless Shelter	Homeless Shelter				X
15	Homelessness Prevention	Homelessness Prevention				X
16	Mental Health	Mental Health				X
17	Perm Hsg – General & Children	Permanent Housing – General & Children's Baseline	X			X
18	Perm Hsg STRentSubsidy&Children	Permanent Housing – Short Term Rental Subsidies & Children's Baseline	X			X
20	Perm Hsg HomelessFams&Children	Permanent Housing – Homeless Families Children < 18 & Children's Baseline	X			X
21	Homeless Shelter & Children	Homeless Shelter & Children's Baseline	X			X
22	Homelessness Prev & Children	Homelessness Prevention & Children's Baseline	X			X
23	Mental Health & Children	Mental Health & Children's Baseline	X			X
24	Permanent Housing General & TAY	Permanent Housing – General & Transitional Aged Yth Baseline		X		X
25	Perm Hsg ST Rent Subsidy & TAY	Permanent Housing – Short Term Rental Subsidies & Transitional Aged Yth Baseline		X		X
26	Perm Hsg Homeless Youth & TAY	Permanent Housing – Homeless Youth 18 - 29 & Transitional Aged Yth Baseline				X
28	Homeless Shelter & TAY Baselin	Homeless Shelter & Transitional Aged Yth Baseline		X		X
29	Homelessness Prevention & TAY	Homelessness Prevention & Transitional Aged Yth Baseline		X		X
30	Mental Health & TAY Baseline	Mental Health & Transitional Aged Yth Baseline		X		X
31	OECE & Children's Baseline	OECE & Children's Baseline	X		X	
32	OECE Baseline	OECE Baseline			X	

BFM Budget Submission Button:

There is no need to click the "Submit" button in the BFM Forms. It is default to Department Change Submission.

Budget Submission: Please submit an electronic copy of your budget submission to the Mayor's Budget Office and Controller's Budget & Analysis Division. You must submit **all forms as both PDF and excel**. The Budget submission, in PDF format, will be posted on the City's budget website <https://sf.gov/topics/budget>.

De-appropriations in the budget – It is not recommended that the de-appropriations are entered in the budget, as they require additional Controller's Office review. Departments that do submit de-appropriations from prior year budgeted items in the upcoming AAO must identify these when submitting their budgets, including justification.

Department Request Stage Use of 519010 Account –Departments will need to remove use of the 519010 account in their proposed budgets, as this is reserved for Controller's Office balancing. Amounts budgeted in this account code in department submissions will be considered errors and corrections will be made. The alternative "fringe adjustments" balancing account 519990 may be used by departments if absolutely needed.

Departments with Fixed Two-Year Budgets: Charter Section 9.101 authorizes the Mayor and Board to determine departments with two-year fixed budgets. For this coming cycle, the Airport, Port, Public Utilities Commission will develop two-year fixed budgets. The Municipal Transportation Agency will develop a fixed two-year budget per Charter Section 8A.106(a).

New User Forms: The online SF Budget System Access Request form to request access to the budget system is available in SF User Support, <https://sfemployeeportalsupport.sfgov.org/support/catalog/items/213>. Supervisors must select the appropriate role for the user, include proof of completion of the required trainings for the requested role, and submit this ticket to indicate approval of the request. New budget system users will gain access after completion of the required training has been verified by the Controller's Systems Division and the SF Budget System Access Request has been reviewed by the Controller's Budget & Analysis Division. Please note that the Safari browser on Mac is not supported by BFM. Users must use Chrome, Firefox, or Microsoft Edge to access BFM.

SYSTEM ACCESS

Budget System Access Requirements and Process

1. Supervisors should go to this site to review requirements and request access for new users:
<https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/11000084487-new-sf-budget-system-trainings-initial-systems-access-request-process>

The trainings from prior years are required specific to the user's role. Prior year's trainings are available in the SF learning module of the employee portal.

When sending a request to SF User support for a new user's access, [SF Budget System Access Request](#), please attach a screenshot of the completion screen for each training and/or the date of the live events that were attended.

Here are the required trainings for each type of user access, including the course numbers in the employee portal:

13 | Mayor's Policy Instructions & Controller's Technical Instructions for Budget Years 2026-27 & 2027-28

			Training Content - delivered December 2021												to be delivered December 2022		
		New Users: Total number of required courses including December 2022 trainings	Training Kickoff and systems overview	Expenditure & Revenue Entries	Position Entries	IDS (interdepartme ntal services) entries and process	Reporting	Position Entries Deep Dive 1	Position Entries Deep Dive 2	Equipment	Capital Planning Committee (CPC) process, GFS & NGFS	Non CPC Capital Process	Revenue Transfers	Position Entry 2023/24 Update	Capital Budgeting 2023/24 Update	Inter- Departmental Services (IDS)/Work Orders FY2023/2024 Update	
Role	Role Description		CON08G100- 120221	CON08G101- 121321	CON08G102- 121321	CON08G103- 121421	CON08G104- 121421	CON08G109- 121521	CON08G109- 121521	CON08G105- 121621	CON08G106- 121621	CON08G107- 121721	CON08G108- 121721	CON08G116- 121422	CON08G117- 121522	CON08G118- 121522	
Department User	Most common role; includes access to: -submit departmental budget AND capital entries -run department budget AND capital reports	12	Required	Required	Required	Required	Required	Highly recommended	Highly recommended	Required	Required	Required	Required	Required for new users; Highly recommended for returning users	Required for new users; Highly recommended for returning users	Required for new users; Highly recommended for returning users	
Capital Module User	For department staff who will ONLY be making capital entries; includes access to: -submit capital budget entries -run reports of departmental capital budget requests to the Capital Planning Committee	6	Required	Required	Optional	Optional	Required	Optional	Optional	Optional	Required	Required	Optional	Optional	Required for new users; Highly recommended for returning users	Optional	
Department Report User	For staff who will not be making entries, but will need to run/view budget reports, including capital reports	2	Required	Optional	Optional	Optional	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	
Mayor's Budget Office (MBO) User	Mayor's Budget Office staff only: Citywide access to budget entry and budget reports including capital	12	Required	Required	Required	Required	Required	Highly recommended	Highly recommended	Required	Required	Required	Required	Required for new users; Highly recommended for returning users	Required for new users; Highly recommended for returning users	Required for new users; Highly recommended for returning users	
Capital Planning Committee (CPC) User	Capital Planning Committee staff only: -capital budget entry access, for only capital entries -capital budget reports access	5	Required	Optional	Optional	Optional	Required	Optional	Optional	Optional	Required	Required	Optional	Optional	Required for new users; Highly recommended for returning users	Optional	
Information Technology (COIT) User	COIT staff only: -Budget reports access to run COIT and capital reports	2	Required	Optional	Optional	Optional	Required	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	

2. Select "SF Budget Access Request":

How to submit your department's initial SF Budget Access Request:

SF Employee Portal Support 415-944-2442

HOME SOLUTIONS TICKETS SERVICE CATALOG EMPLOYEE ONBOARDING

SERVICE CATALOG / SF BUDGET / SF BUDGET SUPPORT REQUEST

SF Budget Support Request

Please complete the information below so we can assist with your SF Budget support request. Including screenshots and all relevant information will allow us to more quickly troubleshoot your request.

Items Requested

SF Budget Support R...

Requester *

☐ Request for someone else

☐ Attach a file

DSW# (Please enter the DSW of the user experiencing the issue/ the user processing the document) *

Please enter the DSW of the user experiencing the issue/ the user processing the document

3-Letter Department Code *

How can we assist? *

Submit Systems Access Request

Question about Budget

Question about Performance

3. Supervisors fill out this form on behalf of the person who is seeking access:

*Note that the Access Request form below can also be found as an attachment under SF Budget – General.

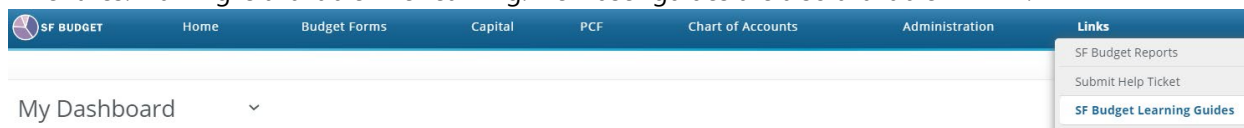
	A	B	C	D	E	F	G	H	I	J
1										
2	Department	DSW #	First Name	Last Name	City Email	Existing or New User	Role	Name of Approver (Dept. CFO, Budget Director, or Budget Manager)	Title of Approver	Comments / Notes
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

- After this form is completed and submitted it will go to the Controller's Systems Division, who will finalize the approval process. Once access is granted, the SF Budget panel will appear under SF Controller Enterprise Systems in MyApps .

SF Controller Enterprise Systems



- All new users will be required to complete online training before gaining access to make budget system entries. Training is available in e-learning. New user guides are also available in BFM.



Accessing BFM

Number one tip: Please use Google Chrome, MS Edge, or Mozilla Firefox to utilize the budget system to access BFM. Safari – Apple browser is not compatible.

INTERDEPARTMENTAL SERVICES BALANCING AND ENTRIES

The Controller's Office and the Mayor's Office require departments to balance all discretionary (non-centrally loaded) interdepartmental services (IDS) and agree on IDS prior to their February budget submissions. BFM Reporting contains a report with both the performing and requesting departments' budgeted work order items. Department staff on each side of the work order, that is both the requesting and the performing sides, can see what the other side has entered in the budget.

Interdepartmental Services: Departments shall contact and reach agreement with all departments with whom the department has a discretionary IDS relationship that is not centrally loaded by the Mayor's and Controllers' Budget offices. Departments must ensure that budget submissions for sending, receiving, and expenditure authority are agreed to and balanced across both departments.

Centrally Loaded Citywide Interdepartmental Services (IDS): Departments cannot adjust citywide IDS that are loaded centrally by the Mayor's and Controller's Offices in Mayor stage. The following list of IDS accounts and other citywide budget entries cannot be adjusted by departments in BFM. These budget items are centrally loaded through separate BFM forms that are inaccessible to departments. The Mayor's Budget Office will review the budget values in the Base Budget and update if needed during the Mayor stage. If a department would like to request a budget change in the amount of service provided through one of the centrally loaded IDS below,

adjustments must be discussed with the performing department well before budget submission at the end of February, but these will not be entered in BFM during the Department Stage. The requesting department must be able to afford this increase without increasing their General Fund support. If any questions remain on these IDS changes, please contact your Mayor's Budget Office analyst.

Centrally Loaded Interdepartmental Services

Type of Interdepartmental Services	Account Code and Title
ADM - Fleet	581710 Is-Purch-Centr Shop-AutoMaint 581740 Is-Purch-Centr Shop-FuelStock
ADM - Real Estate	581065 ADM-Real Estate Special Svcs 581083 ADM-Real Estate 49 SVN Rent 581084 ADM Permit Center 581410 GF-GSA-Facilities Mgmt Svcs 581650 Leases Paid to Real Estate 581860 GF-Real Estate Service 581890 GF-Rent Paid to Real Estate
ADM - Contract Monitoring	581500 ADM Contract Monitoring
ADM - Risk Management	581170 GF-Risk Management Svcs (AAO) 581920 GF-HRc Surety Bond
ADM - Reprographics	581820 Is-Purch-Reproduction
ADM – Contract Administration	581750 GF-Purch-General Office
PUC - Public Utilities Commission Rates	581051 GF-PUC-Light Heat & Power 581063 PUC Sewer Service Charges 581064 Ef-PUC-Water Charges
DHR - Human Resources	581430 GF-HR-Equal Employment Opportunities 581460 GF-HR-Workers' Comp Claims 581470 GF-HR-EMPLOYMENTSERVICES 581480 GF-HR-Employee Relations 581015 Human Resources Modernization 581016 Diversity Equity Inclusion
DTIS - Department of Technology	581210 DT Technology Infrastructure 581360 DT Telecommunications Services 581280 DT SFGovTV 581325 DT Enterprise Tech
CON - Controller's Office	581130 GF-CON-Internal Audits 581245 GF-CON-Information System Ops

Other Centrally Loaded Citywide Budget Entries: As shown in the table below, departments **cannot** load budget entries for General Fund items such as debt service on General Fund Certificates of Participation; equipment lease finance program costs; General Fund capital; General Fund equipment expenses; COIT General Fund projects; Full Cost Plan (similar to COWCAP) expenses; and the expenses as noted below. These are loaded centrally by the Mayor's or the Controller's Offices in the Mayor stage of the budget process through separate BFM forms that are inaccessible to departments.

However, departments must enter general fund capital requests in BFM forms **Capital Project-Activity** and **Capital - Department Request - CPC GFS (7900)**, which are located under the Capital menu in BFM. In addition, departments must also enter non-general fund capital requests that require Capital Planning Committee (CPC) staff review into BFM form **Capital - Department Request - CPC NGFS + (7200)**, which is also located under the Capital menu in BFM. These two capital requests are routed to CPC for review in BFM and are not part of the department's budget submission.

Type of Centrally Loaded Citywide Entry	Account Code and Title	
Debt	Account roll-up 5700—Debt Service	
Capital	Account roll-up 5600—Capital Outlay (Includes Equipment) Account roll-up 5610—Facilities Maintenance Account roll-up 5690—Carryforward budgets Only	
COIT	Please refer to "Technology Project Proposals" instructions below	
Full Cost Plan	460198	Recovery General Govt Cost
	520010	Indirect Cost reimbursement
Health Service System	515510	Health Service-City Match
Retiree Health Costs	515610	Retiree Health Care Trust Fund Subsidy

Budget entries for **Non-General Fund** capital that does not require review and approval by CPC; **Non-General Fund** debt, and **Non-General Fund** equipment *should* be loaded in Department stage in their respective BFM forms that are accessible to departments:

1. **Capital – Dept Request – Non-CPC (7300)** for **Non-General Fund** capital that does not require review and approval by CPC;
2. **Debt Service – Dept (3300)** for **Non-General Fund** debt; and
3. **Equipment – GFS (7000) for Non-General Fund** equipment.

DEPARTMENTS WITH FIXED TWO-YEAR BUDGETS REMINDERS

The Airport, Port, PUC and SFMTA will be developing fixed two-year budgets during the FY2026-27 and FY2027-28 Budget process. The FY2026-27 and FY2027-28 Budget process is an "open" cycle where departments are developing and will submit proposed budgets for FY2026-27 and FY2027-28.

Note about the SFMTA: Please note that per Charter sections 8A.106.(a) and (d), the Municipal Transportation Agency is required each even-numbered year to submit its proposed budget with annual appropriation detail for the next two fiscal years to the Mayor and Board of Supervisors. In each odd-numbered year, SFMTA may submit any budget amendments that increase appropriations over those approved in the two-year budget to the Board of Supervisors.

Departments with Fixed Two-Year Budgets in Mid-cycle or "closed" cycle: Guidelines for the next year's budget process, when fixed budget departments are submitting during a "closed" cycle when FY2027-28 is the first year in the two-year fixed budget cycle, the Airport, Port, San Francisco Public Utilities Commission, and the Municipal Transportation Agency, will adjust their budgets to accommodate updates to salary and fringe benefits made by the Controller's Office, at a minimum. Fixed budget departments may adjust other expenditures and revenues to absorb these changes, and/or may make additional amendments to their budget. Positive or negative changes in revenues and expenditures greater than 2.5% in general fund supported funds and 5% in non-general fund support funds will bring their changes to Board of Supervisors with the Mayor's Proposed June 1st budget via a supplemental appropriation ordinance.

Additionally, changes that exceed existing surplus transfer and TX rules will require Board of Supervisors approval. For example, if the total level of expenditure appropriations is not changing and instead appropriations are adjusting within the same total budget (aka line items), expenditure appropriations may increase by up to 10% at the level of appropriation control. This is the same process departments currently use during the fiscal year after budget adoption, only now the budget system will be used to implement the change and interface to the financial system rather than surplus transfer forms and subsequent PeopleSoft entries. The Mayor's Office and Controller's Office will work with departments to determine necessary budget adjustments.

Departments entering the second or "closed" year of a fixed two-year budgetary cycle are required to comply with Administrative Code Section 3.3 Budget Timetable and submit budget certification letters annually.

The table below highlights key elements for departments' budgeting in the second year, mid-cycle or "closed" year of the two-year fixed budget:

Item	Description	Action
Total budget increase	Increase expenditure authority by any \$ amount	Supplemental appropriation ordinance to amend the AAO to be approved by the Board of Supervisors for the increase
Changes of +/- 5% in revenues or expenditures (even with no bottom-line increase) in Non-General Funds	Submit changes via budget amendment	Changes made via the budget system and will be included in budget amendment to be reviewed/approved by the Board of Supervisors
Changes of +/- 2.5% in revenues or expenditures (even with no bottom-line increase) in the General Fund	Submit changes via budget amendment	Changes made via the budget system and will be included in a supplemental ordinance appropriation to be reviewed/approved by the Board of Supervisors
TX'ing (substituting) Positions in the second year	<p>Substitutions within the same job family</p> <p>Substitutions from one job family to another job family</p> <p>Any net increase of FTEs, regardless of whether O-Off budget or on budget</p>	<p>Can happen in the budget system, does not require BOS review/approval of an ASO Amendment</p> <p>Substitutions from one job family to another job family can happen in the budget system and salary increases of more than 15% (or whatever the TX guideline is at the time) require BOS review/approval of an ASO Amendment</p> <p>Net increases in FTEs must go to the BOS for review/approval via an ASO amendment.</p>
Controller's Office base budget changes for wages and fringe benefits and other base changes	Rebalancing is required. Departments may increase existing expenditure lines within existing administrative guidelines. This applies to the entire budget.	Balancing changes made via the budget system
Projected revenues greater than the approved budget, but <i>no request to increase expenditures</i>	Surplus revenues may be budgeted in reserves with no increase to expenditures	A budget amendment is not required for solely budgeting surplus revenues in a 598xxx designated reserve account in order to balance.
New BY+1 (FY 2027-28)	"Shadow budget" for display purposes only.	Departments must balance this new BY+1 budget.
Prop J Analyses	Not required as two-year Prop Js were approved last year.	Revised Prop Js should only be submitted if there are changes to last year's analyses, or new Prop Js since last year.
Fees	Must be reported annually to the Controller's Office	

NEW CODES INSTRUCTIONS (CREATING NEW CODES + SUBSETTING/ADDING TO THE BUDGET SYSTEM)

BFM only includes chartfield coding that is in use or has been in recent budget use. There are many more codes in PeopleSoft than exist in the budget system. The City employs an "add it when you need it" approach to making PeopleSoft codes accessible in the budget system. The budget system does not automatically pick up codes that are added to PeopleSoft. The City refers to the process of making codes available in the budget system as subsetting because a subset of codes is taken from PeopleSoft and made available in the budget system. However, "subsetting" is also often referred to as the process where a code may be *both* newly added to PeopleSoft and is *also* subsequently added into the budget system.

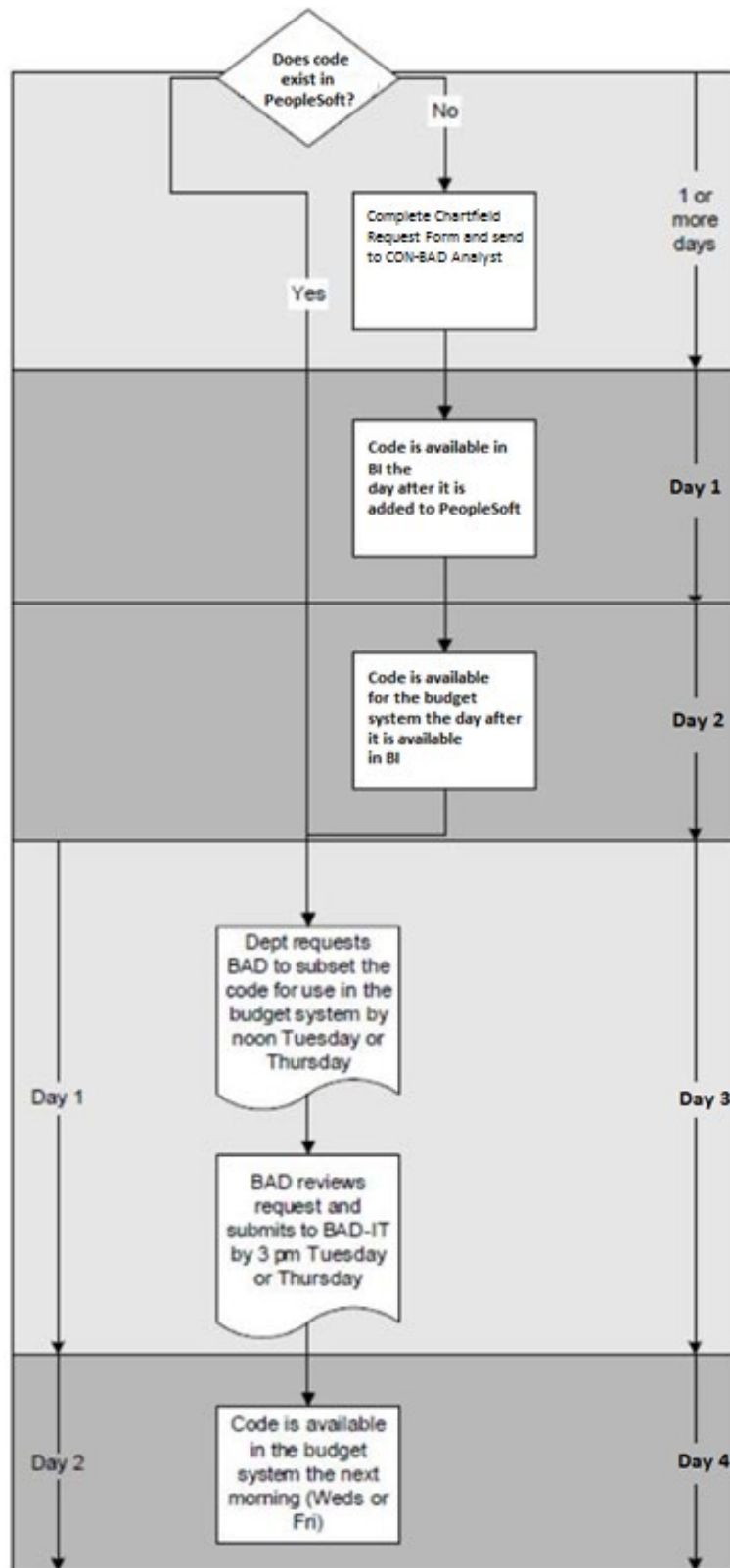
As departments build BY and BY+1 budget requests, new codes may be needed. The Controller's Budget Office is the conduit for making these new codes available in the budget system. In order to include a code in the budget system to make related budget entries, it must first exist in PeopleSoft. **Departments should confirm that a code exists, or request it to be created in PeopleSoft, before requesting Controller's Budget Office to subset it.** It may require 2-3 business days before the code is available in the budget system, depending on whether the code exists in PeopleSoft.

Process:

- The creation of new codes not yet existing in PeopleSoft nor in the budget system requires that departments first have the codes set up in PeopleSoft prior to being subset in the budget system. To begin a request, please submit the ChartField Request Forms and Subset Request Forms included in the Budget Forms **to your Budget Analyst in the Controller's Office** with subject line: "***Budget Related** Codes to be created in PS for BFM subset". **Only new codes for budgeting purposes for years FY 2026-27 and FY 2027-28 should be submitted to BAD. All other requests should be submitted to the ChartField Administrator.**
 - For new department codes, please indicate in the email whether the new department code will require a new Form ID in the forms: **Expenditure By Division (3000)** and **Revenue (5000)**.
 - For new 581XXX requesting interdepartmental services work order accounts for **discretionary, departmental interdepartmental services**, please provide a description of the new work order services so that a work reference number can be created, and please also indicate if a new form for a new department pair needs to be created in forms: IDS Requestor (8000) and IDS Provider (8100). *Note that new work order account requests require several levels of review and should be submitted early in the department stage of the process.*
- For existing codes to be subset into the BFM budget system, please submit subset requests using the Chartfield change request summary form, and associated Chartfields that are desired for entry, to your Budget Analyst in the Controller's Office via email with subject line "Subsetting Request" so the item is addressed as soon as possible

The Controller's Budget Office schedules subsets on Tuesdays and Thursdays, meaning that codes new to the budget system are available in the afternoon following subset. To support departments in the final two weeks prior to the February department budget submission, the Controller's Budget Office will perform subsetting each business day. The diagram on the following page illustrates the process to make a new code available in the budget system.

Budget System Subsetting Process



Mayor's Office Instructions

The Mayor's budget priorities are:

- Making the City more affordable and livable for families, strengthening our social safety net
- Ensuring safe and clean streets
- Stabilizing reliable public transit
- Transforming our health and homelessness systems
- Delivering excellent core city services with modern systems and structures
- Strengthening the city's economy

The City must orient its existing resources towards measurable outcomes across the mayor's priorities, while reducing the structural deficit in the General Fund. The Five-Year Financial Plan Update projects a two-year General Fund deficit of \$936 million, growing to \$1.2 billion by FY 2029-30.

To help address this shortfall, in both the short and long term, departments must make **ongoing, permanent spending reductions totaling \$400 million starting in FY26-27**. Departments are discouraged from considering increases in revenue from fees and fines when calculating how to meet Reduction Targets.

The Mayor's primary instructions to departments follow.

Instruction 1: Eliminate discretionary programs. To durably reduce spending without deteriorating core service delivery, the city must reduce total number of funded programs and services. MBO will work with departments to evaluate all programs, including core mission operations, strategic and discretionary initiatives and legally mandated programs, and to orient those initiatives towards measurable improvement of priority core services. Department administration is considered a core operation. Programs that are not aligned will be phased out.

Instruction 2: Restructure departments around current staffing levels. Eliminate vacancies, do not add new FTEs, and streamline reporting structures. Mayor's office will work with you to evaluate the service impacts of proposed downsized departments.

Instruction 3: Review all contracted services and non-personnel expenditures to identify savings. Contracted professional services should be evaluated for timeliness, cost effectiveness, and measurable outcomes towards core priorities. For general service contracts or technology purchases, MBO will support cross departmental initiatives to develop enterprise agreements to achieve citywide cost savings, and will work with departments to renegotiate larger contracts.

Instruction 4: Reduce all city-wide workorders. Departments charging a citywide workorder should reduce their interdepartmental charges by 10%. Reductions within this category may count towards the "performing" department's GFS reduction target. Please highlight any General Fund savings achieved from this reduction in the 'Targets' section in Form 1A below. MBO will be updating all city-wide workorders during Mayor phase.

Instruction 5: Identify redundancy and shared administrative needs. Mayor's Budget Office will work with departments to identify opportunities for shared services across departments. For programming and

services, where multiple departments or divisions perform similar functions with consistent outcome metrics, departments should reorganize around a single service delivery channel.

Instruction 6: Identify investment opportunities to reduce long-term costs. Upfront investments in FY2026-27 that save general fund dollars in future budgets will be considered. Please submit a proposal for new investments, expected cutover costs, and 5-year savings models alongside your department submission in February.

Departments are instructed to utilize Form 1A (Summary of Major Changes), AND submit a 1-2 page memo as outlined in Form 1A, to explain major changes in their budget submission, including how the department meets target. When proposing target reductions, departments should explain the impact of the reduction in clear terms.

- How will reductions impact departmental operations and service delivery?
- Will an initiative be paused or canceled?
- Will a program take longer to implement?
- How many fewer people would be served?

Non-General Fund and General Fund baseline departments are instructed to absorb all known costs increases within their proposed budget submissions by increasing revenues and/or reducing expenditures and not submit changes (including to workorders) that have a General Fund cost.

Budget Submission Forms and Instructions

FORM 1A & 1B: HIGH-LEVEL SUMMARY

Form 1A: Summary of Major Changes in Department's Proposed Budget

To be completed by: All departments must complete this form. Departments with commissions should also submit a copy of the budget presentation and supporting documents given to their commission. **NOTE: Significant changes to the Form 1A questions have been made – prepare to take time in answering them.**

Budget Year (BY) and Budget Year Plus 1 (BY+1): Included in the Budget Instructions is reference to FY 2026-27 and FY 2027-28 as BY and BY+1 respectively.

Prior Year (PY) and Current Year (CY): Included in the Budget Instructions is reference to FY 2024-25 and FY 2025-26 as PY and CY respectively.

Instructions: Using Form 1A, departments should respond to each specific request for information, as listed below, including specific FTE and dollar amounts where appropriate. Each of the requests should have a unique answer to address the Major Changes column. This form should give a high-level narrative, explaining budget changes submitted in department stage. Forms 2A, 3A, and 3B provide the opportunity for account level notations. Form 1A specifically addresses the following:

1. **Budget Instructions:** Did the department follow the Mayor's Budget Instructions (Yes or No)?

2. **Summary:** What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. In addition, submit a 1-2 page memo inclusive of all program areas with major changes. The memo should address:
 - a. all programs being wound down (and the timeline)
 - b. all new programs being stood up (including those stood up in the current fiscal year being annualized in the budget)
 - c. any programs being sustained but with changes to service levels due to funding changes
3. **Fund Balance:** For each fund that includes fund balance as a system-loaded revenue source (i.e. showing up in the budget submission), describe the following:
 - a. What is the total fund balance available for appropriation as of June 30, 2025? (This is equivalent to column G2 of the "Budgetary Basis Fund Balance report")
 - b. What is the projected total fund balance that will remain at the end of the current fiscal year?
 - c. In the department's submission, how much fund balance is proposed for use in the budget fiscal years?
 - d. What is the proposed use of budgeted fund balance each fiscal year? Is the proposed use a one-time or ongoing cost?
 - e. If any fund balance will be left unused, please explain how much and why.
 - f. Of all revenue sources supporting the fund, what percentage is fund balance?
4. **Source Type:** What programs is the department proposing to fund with one-time sources? If the programs are proposed to continue after the exhaustion of one-time sources explain how the department will fund them.
5. **Investments:** Is the department proposing any upfront cost/investment in this budget that will save money over time? Describe how the spending reductions will be realized and on what timeline. (ex: new vehicle purchase that saves money on maintenance or fuel annually, paying for itself by FY29)
6. **Target:** If the department met the General Fund reduction target assigned in the Mayor's Budget Instructions, what are the ongoing changes made to achieve it? What are the high-level programmatic, operational, or staffing impacts of the proposed reductions? Is the department proposing any increases in revenues to meet target?

For Non-General Fund Supported departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund. Please include any reductions made to city-wide work orders in this section.

7. **Positions:** What position changes is the department proposing? How do the changes map to programs the department proposes to sustain or modify? For any changes to internal operations/indirect services, explain how they relate to core service delivery. How does the department plan to utilize or eliminate any vacant positions in their budget? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, or changes in status, and provide details in form 3B.
8. **Expenditures:** What major spending changes is the department proposing? How has the department evaluated grant allocations, non-personnel expenditures and contractual services for cost-effectiveness and efficiency? Please provide information about any changes that affect core services and functions. Highlight any changes related to major initiatives as noted in the Summary section and provide details in Form 3A.

9. **Discretionary Workorders:** What changes to discretionary workorders is the department proposing? What effect will those changes have on the department's programs and core service delivery?
10. **Revenues:** What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as the Expenditure Report in Form 3A.
11. **External Policy Revenue Impacts:** What impact / significant changes in programming does the department project due to revenue shocks from the state or federal government? How are these reflected in your submission?
12. **Revenue Increase Index:** Did the Department increase fees or other revenues above Controller's provided CPI index? If so, please explain what is driving the increase.
13. **Legislation:** Please itemize any legislation required for budget submission, including: A&Es / recurring grants, fee schedules, etc.
14. **Prop J:** Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done or that could be done by City workers.
15. **Substitutions:** Is the department requesting any substitutions of positions? How many substitution requests are for filled positions?
16. **Transfer of Function:** Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.
17. **Interim Exceptions:** Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and 0.79 in BY +1) If so, for what reason is the request being made?
18. **Budget Equity:** Do any changes to the department's budget described above impact the department's ability to implement its racial equity plan? If so please explain.

In BFM, Departments should use Budget Forms - Narrative (9200) to complete the entry of responses to the above questions. When running the Budget Submission Report, the information entered will populate under Form 1A. During the Mayor's Phase, the Mayor's Budget Office will review the responses thoroughly and reach back to departments if there are any questions or follow ups.

Form 1B: Department Budget Summary

To be completed by: All departments.

Instructions: After making all budget entries in BFM, please run BFM (budget system) report Budget Submission Report" in BFM Reporting and insert into budget submission.

FORM 2A, 2B, & 2C: SOURCES

Form 2A: Department Revenue Report

To be completed by: All departments.

Overview: Form 2A should reflect all revenues including state and federal revenues and grants, licenses, permits, fines, and service charges. For multi-year grants, budget only the FY 2026-27 and FY 2027-28 portions of the grant award.

Instructions: This form should be generated by Budget Submission Report. Please complete budget entries before running this report.

If there are changes in the amount of projected revenues, departments should explain historical trends or events causing the change. The explanations of existing revenue should be completed to provide revenue assumption confirmation. Departments should do so by filling out the "Budget Justification" columns under BFM Budget Forms – Revenue (5000) for the corresponding revenues. When running the Budget Submission Report, the information entered will populate under Form 2A Revenue Report column "Revenue Description and Explanation of Change". During the Mayor's Phase, the Mayor's Budget Office will review the descriptions thoroughly and reach back to departments if there are any questions or follow-ups. If you need assistance running the Budget Submission Report, please contact your Mayor's Budget Office or Controller's Budget Office analyst. The Form 2A submission must be formatted appropriately so that printed copies are easily readable by the public.

Please Note: All proposed revenue changes are subject to the Mayor's Budget Office approval. Departments should discuss proposed revenue changes with their analysts in the Mayor's Budget Office and the Controller's Budget Office prior to loading into the budget system. The Controller's Budget Office will review the reasonableness of departmental revenue estimates and submit an opinion regarding the accuracy of the assumptions included in the Mayor's Proposed Budget to the Board of Supervisors ("Revenue Letter"). In addition, a copy of the related proposed ordinances should be forwarded to the Controller's Budget Office.

Form 2B: Fees and Fines

To be completed by: All departments.

Overview: San Francisco Administrative Code Section 3.7 requires departments to submit a comprehensive schedule of license and permit fees, fines, and service charges and associated revenue (except charges regulated by State or Federal law) with each year's budget submission. This form is also known as the "Schedule of Licenses, Permits, Fines & Service Charges".

Instructions: List each of the Department's license, permit, fine, and service charge items in Form 2B with the details below.

1. Include all license and permit fees in PeopleSoft Account Level 3 4200 and 4750, fines in 4250, and charges for service in 4600.
 - a. Status:
 - i. C - for continuing fees without changes for CY (except for automatic CPI adjustment, if legislatively allowed);
 - ii. M - for modified fees (increase or decrease); and
 - iii. N - for new fees.
2. Brief description of the license/permit fee, fine, or service charge;
3. Authorizing Code citation;
4. Whether the authorizing code provides for an automatic CPI adjustment (Yes/No);
5. Account, Authority, Fund, Department, Project, and Activity codes;

6. Unit Basis (e.g., per year, per application, per inspection, per event, per appeal);
7. Charge (per unit) in CY;
8. Estimated quantity (in units) for CY;
9. Budgeted Revenue for CY;
10. Estimated percentage of the overall cost of the service in CY that will be covered by the current charge;
11. Proposed BY and BY+1 charge (per unit);
12. Estimated quantity (in units) for BY and BY+1;
13. Proposed Revenue for BY and BY+1;
14. Estimated percentage of the projected cost of a unit of service in BY and BY+1 that will be covered by the proposed fee (revenue may not exceed the cost of providing service);
15. Date of the last increase in the fee; and
16. Fee prior to last increase.

Please note that the Controller's Office will provide the CPI values for BY and BY+1 based on information published by the U.S. Department of Labor in January. Contact the Controller's Budget Office for the CPI values before submitting Form 2B.

Please ensure that new and modified fees are included on Table 1, form 2B, while continuing fees are included on Table 2, form 2B. Drop down menus have been included for your use.

Please Note: Each year, the Controller's Budget Office relies on submitted information to compile a Master Fee Schedule for City policymakers and other interested stakeholders. Therefore, departments must complete Form 2B in full detail. Please pay special attention to the list of fees to ensure that each fee listed is actually being collected, and that all fees being collected by the department are listed. Also, please note that the Department must certify that the proposed fee levels do not generate revenue in excess of the cost of providing the service. Some departments have particularly complex fee schedules, making it difficult to summarize data into Budget Form 2B. In these cases, departments may submit documentation with similar fee information in lieu of Budget Form 2B.

Form 2C: Fee Cost Recovery

To be completed by: Departments submitting new and/or modified fees, fines, or service charges, in FY 2026-27 and FY 2027-28.

Instructions: Follow the fee change example provided in the sample form. The Mayor's Budget Office will coordinate the legislative process for all changes in fees, fines, and charges for service.

Any departments proposing to increase fees or create new fees should contact their Deputy City Attorney, Controller's Budget Office, and Mayor's Budget Office analyst to ensure any proposals comply with the terms of State Proposition 26, passed on November 3, 2010, which changes the definition of a tax and imposes increased approval requirements for some rate increases.

Please Note: All final budget-related legislation, including legislation to enable new fees or increases to current fees, should be submitted by departments to the Mayor's Budget Office by April 1. Departments are discouraged from considering increases in revenue from fees and fines when calculating how to meet Reduction Targets. The Controller's Budget Office will provide the CPI values for BY and BY+1 based on information published by the U.S. Department of Labor in January. Departments are encouraged to begin discussions with their Mayor's Budget Office analysts well in advance of the Department budget submission deadline, to facilitate implementation of their proposed new fee or fee modification. Departments should be prepared to discuss the structure of all new fees, as well as plans for their implementation.

Departments should ensure that any fees, fines or penalties are analyzed through an equity model. The Mayor's Office and Treasurer and Tax Collector's (TTX) Financial Justice Project have established equity criteria and alternatives for departments to consider in reviewing fees, fines, and penalties.

Alternatives to fees may include:

1. Basing the fine or fee on people's ability to pay
2. Eliminating the fine or fee and identifying alternative methods to achieve the policy goal
3. Offering accessible, non-monetary alternatives to payment, such as performing community services or receiving social services.

In examining fines, fees, and penalties, the following questions should be considered:

1. Is the fine or fee equitable? Does it impact some people harder than others? Does it exacerbate existing racial and socioeconomic disparities?
2. Is it an effective and equitable means to achieve the end policy goal?
3. What is the cost of collections relative to the revenue and policy goal?

FORM 3A AND 3B: USES

Form 3A: Expenditure Changes

To be completed by: All departments.

Instructions: This form should be submitted by running the Budget Submission Report in BFM. Please complete budget entries before running this report.

Explanations for changes in expenditures require the same information required for changes in revenues. Departments should be as precise as possible, and show all calculations used in estimating increases or decreases. Departments should provide explanations by filling out the "Budget Justification" columns under BFM Budget Forms - Expenditure (3000) for the corresponding expenditures. When running the Budget Submission Report, the explanations entered will populate under Form 3A Expenditure Changes column "Explanation of Change". During the Mayor's Phase, the Mayor's Budget Office will review the descriptions thoroughly and reach back to departments if there are any questions or follow-ups.

Form 3B: Position Changes

To be completed by: All departments.

Instructions: This form should be submitted by running the Budget Submission Report in BFM. Please complete budget entries before running this report.

The Mayor's Budget Office will thoroughly review position substitutions, including those with significant percentage changes in salary, and substitutions across job families in departmental submissions. Departments should be as precise as possible and explain all proposed position changes and the change in work or organization that leads to the request. Requests are subject to future review by the Department of Human

Resources for classification verification. Departments should provide explanations by filling out the "Justification" box when making position edits in BFM. When running the Budget Submission Report, the explanations entered will populate under Form 3B Position Changes column "Explanation of Change". During the Mayor's Phase, the Mayor's Budget Office will review the descriptions thoroughly and reach back to departments if there are any questions or follow-ups.

If the department is reprioritizing the existing FTE within your budget, then please enter a substitution action, and make sure to use pay period 1 for the existing position if it is already filled. If the desire is to delete a vacant position and this necessitates creating a new position to offset a deletion, new positions starting in BY should be entered to begin no earlier than Pay Period 7 and/or no greater than 0.79 FTE in BY and 0.79 FTE in BY+1.

FORM 4A & 4B: EQUIPMENT & FLEET REQUESTS

Equipment and Fleet requests will be submitted as part of the budget system, BFM, with Department budget submissions, *not through a separate SharePoint site or excel file.*

Equipment and Fleet Deadline: All equipment and fleet requests are to be submitted by Friday, February 21, 2026, as part of a department's proposed budget.

Forms Overview

Departments requesting General Fund for Equipment and Fleet purchases should fill out the following 3 tabs under Chart of Account: Equipment Number and Form 7000 (NGFS) / Form 7100 (GFS) in BFM:

- **Equipment**
- **Fleet 4B.1**
- **Fleet 4B.2**

Please answer all applicable questions on all three tabs. The report will sort and deliver the necessary information to Forms 4A and 4B. Please submit each unit (of equipment or fleet) separately with an independent Equipment Number.

In BFM, departmental staff will be able to download Forms 4A and 4B from the Budget Submission Report to ensure their Equipment and Fleet requests were submitted in the system. Fleet unit costs can be referenced on Form 4B, in which unit costs are calculated based on information entered in Fleet 4B.1 and 4B.2.

New and changes to GFS Equipment and Fleet loaded in BFM will not be loaded into the department's budgets and will not be visible in a regular chart of accounts e-turn – they will only be visible through the equipment reports. Once requests are approved by the Mayor's Office and Fleet Management, they will be loaded into the budget during Mayor's Stages.

Completed General Fund equipment requests will be evaluated in accordance with 1) the Mayor's Office Policy Instructions and guidelines described within the Budget Instructions; 2) department's justification and alignment with overall strategic and operational goals and objectives of the Department; and 3) availability of funding in the Fiscal Year of request.

Definitions

Equipment: Equipment is defined as items with a total unit cost of \$10,000 or more, including taxes and fees, and having a useful life of three years or more. **Items not meeting these criteria must be budgeted and loaded in**

materials and supplies. Do not include materials and supplies on this form. Sales tax and other costs required to put equipment into service should be included in the unit cost for the item, as the total budget is the maximum available for that item.

Surveillance Technology: Any software, electronic device, system utilizing an electronic device, or similar device used, designed, or primarily intended to collect, retain, process, or share audio, electronic, visual, location, thermal, biometric, olfactory, or similar information specifically associated with, or capable of being associated with, any individual or group. Many technologies are exempt. Please see the Technology Project Proposals section for more information about exemptions and the process for obtaining approval to purchase technology and/or equipment that meets this definition.

Equipment requests that are part of a Technology Project Proposal should also be submitted via BFM COIT form 3600 using the applicable equipment account code.

Equipment Numbers: Each equipment item must be detailed as part of the budget request. In the budget system, an eight-character equipment number is pre-generated for each department to distinguish each equipment item.

- The first three characters are the three-letter code for the department group
- The next two characters indicate the **second** half of the fiscal year (i.e., "27" for FY 2026-27)
- The last three characters are sequencing numbers (001, 002, 003, etc.)

The equipment tab has a separate field indicates whether the item is new "N" or replacement "R" equipment.

For equipment funded in the operating budget, equipment numbers will be finalized following allocation of citywide equipment during Mayor stage. **Please enter preliminary numbers in BFM.**

Form Instructions: Please complete the applicable questions on all three tabs listed under Chart of Account: Equipment Number and Form 7000 / Form 7100 in BFM with full chart string. Please refer to [Equipment User Guide](#) for more details on how to complete Equipment entries.

Form 4A: New General Fund equipment requests – Do not include vehicles

- Fiscal year
- Equipment Description
- Justification of Need
- Project ID
- Project Title
- Equipment Number
- New/Replace
- Number of Units
- Cost Per Unit
- Total Cost w/ taxes and fees

Form 4B: Fleet

Any department requesting to purchase new or replacement vehicles, whether requesting general fund support or not, should submit the following information through BFM:

- Dept Point of Contact (Last Name, First Name)
- Source of Funds
- Requesting Department
- Department Prefix
- Division/Program (if applicable)
- Fiscal Year
- Replacement or new?
- Asset Number of replacement vehicle (if applicable)
- Vehicle Type (for new vehicle being requested)
- Brief description of Vehicle Type if "Other"
- Fuel Type
- Special Requirements Comments
- If purchasing a sedan that is not battery electric, provide justification
- Number of Units; Please create multiple rows if requesting multiple units; the unit default is "1" in BFM for form 4B cost calculation
- Justification of Need
- Purchasing from Term Contract?
- If purchasing from a Term Contract, which contract, and spec #?
- If NOT purchasing from a Term Contract, provide a description of the required vehicle, including make and model
- Total Base Cost per Unit
- Estimated Supplemental Costs per Unit (e.g. additional vehicle options, outfitting, charging infrastructure if purchasing EV, freight if not purchasing from term contracts, etc.)

Please note, term contract prices for pickup trucks, SUVs, and vans will be finalized in early January 2025. If you are requesting to purchase one of these vehicles, please confirm the correct term contract price with the ADM Office of Contracts Administration (Mark Farley Mark.Farley@sfgov.org) or the ADM Fleet Management specifications team (Fleet.Purchase@sfgov.org) before submitting budget forms and for non-General Fund requests, before loading any costs. Accurate pricing is critical to ensure the purchase can be completed during the fiscal year. Final budgeting decisions will be made in coordination with the City Administrator's Fleet Division, and will consider annual cost of maintenance, replacement, and City zero-emissions policy.

Departments are encouraged to work with their department's fleet managers as well as the ADM Fleet Department/Central Shops Business Manager (Camilla Taufic; Camilla.Taufic@sfgov.org), prior to submitting their vehicle requests. Camilla can help provide detailed information on your department's vehicles and develop a replacement strategy based on fleet utilization, age, and cost. All vehicle requests will be reviewed by Fleet Management during the Mayor stage of the budget process to ensure adherence to citywide fleet policies. Please review Appendix A for further information.

Departments must create distinct lines for each individual asset request, rather than lumping multiple requests together, even if for the same type of asset. The form will not accurately calculate the request if rows are summed/merged. Additionally, departments must fill out requested information within form 4B, including the justification of need. Departments should not refer to other attachments with justifications or information – all information should be included on Form 4B.

COIT BUDGET REQUEST: TECHNOLOGY PROJECT PROPOSALS

To be completed by: All departments proposing technology projects of at least \$500,000 in FY 2026-27 or 2027-28. This includes General Fund and Non-General Fund departments.

Instructions: Departments must submit any new GF and NGF technology project with an anticipated expenditure over \$500,000 to COIT for approval. All projects requesting COIT funding for expenditures exceeding \$500,000 must submit a COIT Technology application for new and existing projects. In addition, departments requesting COIT funds will be asked to provide additional information throughout the budget process and must be prepared to present to the committee. Lastly, all GF and NGF departments are required to submit a list of all active technology projects via MS Forms.

Deadline: All documents are to be submitted by **Friday, January 23, 2026.**

To submit a request please use BFM Budget Forms – COIT 3600
To submit a list of all active Technology Projects please use this Form –
[\[https://forms.office.com/g/QpHYNZqFKU\]](https://forms.office.com/g/QpHYNZqFKU)

Please Note: Do not submit duplicative requests to Capital Planning and COIT. Our offices will coordinate requests once received. If you have any questions, please contact COIT staff: Damon Daniel, Technology Portfolio Manager, damon.daniels@sfgov.org

Definitions

Technology Project: An initiative to build, purchase, or significantly update any technological tools and or systems that will have a measurable impact on department operations. Projects go through four stages: planning, design, development, and production all within a specified start and end date. Costs associated with the ongoing maintenance and support of an existing technology are not considered a project.

Technology Materials & Supplies: Expenses related to the routine maintenance of existing technology systems, including purchase of materials and supplies, should be part of a department's operating budget and outlined on Form 3. However, expenditures that are part of a larger technology project may be included in a COIT request.

Technology Equipment: All expenditures related to basic maintenance of technology systems or equipment. If equipment expenditures are included as part of a larger technology project, they should be part of the COIT request via the COIT Form 3600 not Form 4A. Please review the equipment instructions in this document for more information related to procuring equipment.

Submission Guidelines

The COIT budget process seeks to evaluate the strategic value of projects and prioritize funding towards projects with high impact. Before submitting to COIT, departments should have engaged in considerable research to define project objectives, user needs, and strategic value. COIT staff will work with each department to review and evaluate each proposal. Due to limited funding, only a select number of projects will receive General Fund support.

To be considered for funding and or approval departments must submit the following information:

- A. **Problem Statement & Solution Definition:** Every proposal must begin with a comprehensive problem

statement that clearly articulates the current challenges facing the department. The problem statement must be supported by a thorough analysis backed by concrete data and demonstrate clear alignment with both departmental objectives and broader city strategic goals. Departments must provide a business case that demonstrates clear value to operations, including meeting needs such as regulatory compliance, efficiency gains, cost reduction, or service improvement. The proposed solution must include a specific, measurable approach to addressing the identified problem.

- B. **Project Complexity Assessment Scale:** To ensure appropriate resource allocation and oversight, departments must classify proposed projects according to the four-level complexity scale shown below.
- C. **Project Structure Requirements:** Departments must be prepared to submit a detailed project management plan that demonstrates their ability to execute the proposed initiative. This plan must include a phase-gate structure that divides the project into manageable stages, including a planning and design phase, a development or procurement phase, testing and deployment phase and a clear operationalization transition plan. The submitted plan must contain a milestone schedule with specific decision points, deliverables, and approval gates for each project phase. Departments must demonstrate how they will conduct gate reviews with go/no-go criteria, track deliverable-based milestones that measure actual progress, implement quality assurance checkpoints at predetermined intervals, and obtain stakeholder approvals before proceeding to subsequent phases.
- D. **Operational Planning and Resource Management:** Good project planning should consider long-term sustainability, maintenance requirements, and ongoing value delivery in addition to initial project deployment. To support long-term project success departments must develop a comprehensive ongoing maintenance and support structure that focuses on system reliability and performance. This includes planning for staff training, licensing requirements, vendor costs, and any other on-going support to maintain the technology. Additionally, departments must define and justify the anticipated budget allocation for years 2-5, including a technology refresh and upgrade roadmap that anticipates future needs and ensures the solution remains current and effective throughout its useful life. Furthermore, departments must plan their staffing requirements for both project implementation and ongoing operations. The staffing plan should identify core team members dedicated full-time to the project, extended team members providing part-time support and subject matter expertise, vendor resources, and succession planning to ensure knowledge transfer and continuity throughout the project lifecycle.
- E. **Policy and Compliance Framework:** To avoid project delays, departments must take the proper steps early in the planning process to identify compliance requirements and ensure that the proposed project meet applicable regulatory and policy obligations. This includes addressing security and privacy standards including CJIS, HIPAA, and PCI-DSS compliance as applicable prior to presenting to COIT. Additionally, departments must consider accessibility requirements, data governance requirements, and procurement regulations.
- F. **Detailed Cost Categories:** Departments must provide the following information related to all potential expenses for visibility into how funds will be utilized.
 - 1. **Personnel cost:** These costs represent a significant portion of most IT projects. This includes internal staff time for project team members, subject matter experts, and administrative support, as well as external resources such as consultants, contractors, and vendors. Furthermore, departments must include training costs for initial implementation and ongoing skill development should also be clearly identified, along with overhead cost.

2. **Technology cost:** These costs include hardware requirements including servers, networking equipment, end-user devices, and infrastructure components, along with software expenses for licenses, subscriptions, maintenance, and support services. The cost for cloud services costs for platforms, infrastructure, and software as a service should be projected across the five-year period, along with integration costs
3. **Non-personnel cost:** These costs include facilities modifications for space, utilities, and security enhancements, professional services for legal, auditing, and specialized consulting support, marketing and communications expenses for user adoption and change management, and contingency reserves for risk mitigation and scope adjustments.
- G. **Project Schedule and Timeline:** Effective project management and resource allocation depend on realistic, detailed scheduling that accounts for dependencies, resource constraints, and potential risks. This comprehensive timeline framework ensures that departments provide sufficient detail for the committee to assess project feasibility and resource requirements. The project schedule must provide a comprehensive timeline that includes detailed Gantt charts showing task dependencies and critical path analysis, resource allocation plans that specify personnel assignments and workload distribution, milestone schedules that identify key deliverables and decision points, and risk timeline analysis that anticipates potential delays and mitigation strategies. This detailed scheduling approach enables the committee to understand not only the proposed timeline but also the resource requirements and potential bottlenecks that could impact successful project completion. The schedule should be realistic and account for the complexity level of the project while providing sufficient detail for effective oversight and governance.
- H. **Assumptions, Constraints, and Risks:** Key assumptions underlying the project plan must be clearly documented and include resource availability and skill level expectations, technology stability and vendor support assumptions, regulatory environment stability, and stakeholder engagement and cooperation levels. These assumptions should be regularly validated throughout the project lifecycle to ensure continued viability. Project constraints that may impact execution include budget limitations and funding availability, timeline requirements and external dependencies, technical limitations and legacy system compatibility issues, and regulatory and compliance requirements that must be met. Understanding these constraints enables better project planning and risk management. Risk assessment requires a comprehensive matrix that categorizes risks by impact and probability levels.
- I. **Contingency Planning:** The contingency framework must address multiple types of potential issues including budget contingency reserves of 10-20% depending on project complexity, schedule contingency with buffer time for critical path activities, resource contingency including backup personnel and vendor options, and technical contingency with alternative technology solutions identified and evaluated. Contingency triggers should be clearly defined and include budget variance thresholds typically set at 10% over baseline, schedule delays exceeding 15% of the original timeline, quality metrics falling below acceptable standards, and stakeholder satisfaction scores below target levels. These triggers enable proactive management and early intervention to keep projects on track.

Technology Project Proposal Checklist

Purpose: Please use this checklist to help guide you through your technology project submissions. The checklist provides a detailed structure and will help with the completion of critical steps and ensure important requirements are met for your COIT technology submissions.

A. Problem Statement & Solution Definition

- ☐ Clear problem statement describing current challenges
 - ☐ Problem supported by data and analysis
 - ☐ Aligned with departmental objectives and city strategic goals
 - ☐ Business drivers identified (regulatory, efficiency, cost reduction, service improvement)
 - ☐ Proposed solution is specific and measurable
-

B. Project Complexity Assessment

- ☐ Project classified using the four-level complexity scale
 - ☐ Classification rationale documented
-

C. Project Structure Requirements: A project management plan includes:

- ☐ Phase-gate structure included (planning, development/procurement, testing/deployment, operationalization)
 - ☐ Milestone schedule with decision points and deliverables
 - ☐ Gate reviews with go/no-go criteria
 - ☐ Milestone tracking method identified
 - ☐ Quality assurance checkpoints
 - ☐ Documented stakeholder approval process and steps
-

D. Operationalization & Resource Management: A post-implementation sustainability plan that includes:

- ☐ Maintenance and support plan
 - ☐ Training and licensing needs identified
 - ☐ Vendor and ongoing cost requirements documented
 - ☐ Years 2–5 budget explained
 - ☐ Technology refresh/upgrade roadmap provided
 - ☐ Staffing plan (core team, extended team, vendors, etc.)
 - ☐ Succession and knowledge transfer plan
-

E. Policy & Compliance Framework

- ☐ Compliance requirements have been assessed early in planning process
 - ☐ Security and Privacy (CJIS, HIPAA, PCI-DSS)
 - ☐ Accessibility requirements considered
 - ☐ Data governance requirements included
 - ☐ Procurement regulations reviewed
-

F. Detailed Cost Categories: Amounts should be entered in BFM, with detailed comments that include:

- ☐ Personnel costs identified (internal staff, external vendors, training, overhead, etc.)
- ☐ Technology hardware costs (Software licensing, subscription, cloud services, integration, etc.)
- ☐ Non-personnel costs included (facilities, legal, marketing, contingency planning etc.)

G. Project Schedule & Timeline: Comprehensive project timeline that includes:

- ☐ Gantt chart with dependencies
- ☐ Critical path identified
- ☐ Milestone schedule
- ☐ Risk timeline analysis
- ☐ Timeline realistic for project complexity

H. Assumptions, Constraints, and Risks

- ☐ Key assumptions documented
- ☐ Constraints identified (budget, timeline, technical, regulatory)
- ☐ Risk matrix provided with impact and probability
- ☐ Mitigation strategies

I. Contingency Planning

- ☐ Budget contingency (10–20%)
- ☐ Schedule buffer
- ☐ Backup personnel and vendor options
- ☐ Technical alternatives
- ☐ Contingency triggers defined (budget variance, schedule delay, quality drop, stakeholder dissatisfaction)

Project Costing for Technology Project in PeopleSoft

The financial system offers additional functionality to better track project expenditures. Through the Project Costing module, Departments may track expenditures by activity. Instructions to create and maintain projects and activities are available on the SF Employees Portal and the Controller's Accounting Policies and Procedures (Section 16).

Technology Budget Codes: Technology projects should be budgeted using the following PS Account Numbers:

527610	Systems Consulting Services
549210	Data Processing Supplies
529110	.DP/WP (Data Processing/ Word Processing) Equipment Maintenance
531110	Data Processing Equipment Rental
535960	Software Licensing Fees
549730	Periodicals – Library Only
560610	Data Processing Equipment
561610	.Data Processing Equipment – Lease/Purchase-Initial
562610	.Data Processing Equipment – Lease/Purchase-Renewal
563610	.Data Processing Equipment – Lease/Purchase-Finance Agency-Initial
564610	Data Processing Equipment – Lease/Purchase-Finance Agency-Renewal

Below is the recommended Work Breakdown Structure (WBS) for waterfall and agile methodologies. Each work package must include resource allocation details, duration estimates, and dependency relationships that enable the committee to assess the department's project management capabilities and the feasibility of the proposed timeline and resource requirements.

Waterfall		Agile	
WBS ID	Activity Name	WBS ID	Activity Name
1	Initiating	1	Initiating
1.1	User Research	1.1	User Research
1.2	Requirements Analysis	1.2	Requirements Analysis
1.3	Develop Project Charter	1.3	Develop Project Charter
2	Planning	2	Planning
2.1	Verify & Validate User Requirements	2.1	Verify & Validate User Requirements
2.2	Develop Project Plan	2.2	Develop Project Plan
2.3	Secure Project Team	2.3	Secure Project Team
2.4	Initiate Procurement	2.4	Initiate Procurement
3	Implementing	3	Iteration A <development sprints>
3.1	Design	3.1	Design
3.2	Procure Hardware/Software/Staffing	3.2	Prototype
3.3	Prototype	3.3	User Testing
3.4	System Testing	3.4	Adjustments
3.5	Training & Change Management	3.4.1	Quality Assurance
3.6	Go Live	4	Iteration B <duplicates Iteration A>
4	Closing	5	Closing
4.1	Documentation	5.1	Documentation
4.2	Training & Change Management	5.2	Training & Change Management
4.3	End User Feedback	5.3	End User Feedback
4.4	Transition to Maintenance & Support	5.4	Transition to Maintenance & Support

Technical Note: Departments should submit Technology Project proposals and General Fund supported technology project requests to the Committee of Information Technology via BFM. COIT will review proposals, and once COIT and the Mayor's Office approve projects, they will be loaded into the Mayor's Stage of the budget.

CAPITAL BUDGET REQUESTS

To be completed by: All departments with General Fund capital or Capital Planning Fund requests.

Instructions: Submit FY 2026-27 and FY 2027-28 Capital Budget requests to the Office of Resilience and Capital Planning Program (ORCP) via BFM by **January 16, 2026**. Please contact Ken Hinton in the Controller's Office Budget and Analysis Division (Ken.Hinton@sfgov.org) if you need help with access or have any technical difficulties. Contact Nishad Joshi at ORCP (Nishad.Joshi@sfgov.org) if you have any subject-matter-related questions.

Funding is not guaranteed for projects that are already in the Capital Plan or budgeted/funded for FY 2026-27 in the last budget cycle; therefore, **be sure to submit a formal budget request for each project, including new items at the activity level**. Even for projects that have been funded for FY 2026-27 according to the last approved budget, a new request must be made. As always, renewal projects will be prioritized and should make up the majority of budget requests. For new requests in excess of \$1M, please include the estimated cost of project planning and initial design in your project description. Please make sure to prioritize all requests by assigning a "Dept Priority," provide vetted cost estimates, prioritize projects that can be executed in a timely manner, and provide PeopleSoft Chart fields as requested.

The Capital Planning Committee (CPC) will review Capital Planning staff recommendations from February to March 2026. Once projects are approved by the Capital Planning Committee and the Mayor's Office, they will be loaded into the Mayor's Stage of the budget. **Note that changes to previously approved FY 2025-26 projects in the base budget and new project requests entered via CPC project forms 7900 (CPC GFS) and 7200 (CPC NGFS+) will not be part of the total \$ amount of department budget submissions.**

The Capital Budget includes three main types of capital projects, all of which should be **exclusively entered in the Capital forms** of the budget system once approved:

<p>1. Renewals & Replacements</p> <p><i>FSP Chart of Account: 584030 – Capital Renewal Projects</i></p>	<p>Repairing or replacing facility components and infrastructure to maintain an asset's current use or value and/or preserve its useful life. For example, repaving a street and replacing a building's roof or HVAC equipment are renewals/replacements.</p> <p>Requests for renewals/replacements at City facilities should align with data in the City's Facilities Renewal Resource Model (FRRM)</p>
<p>2. Enhancements</p> <p><i>FSP Chart of Account: 567000 – Bldgs, Struct & Imprv Proj - Budget</i></p>	<p>New construction, renovations, or other improvements that increase an asset's value or useful life or change its use. Requests for planning and design funding are considered enhancements. For example, removing barriers to the path of travel to comply with ADA requirements, building a new data center, and seismically bracing or retrofitting an existing facility are all enhancement projects.</p> <p>Requests for enhancements should be represented in the Capital Plan.</p>
<p>3. Maintenance</p> <p><i>FSP Chart of Account: 500010 – Facilities Maintenance – Budget</i></p>	<p>These projects are for the day-to-day maintenance of existing buildings and infrastructure, including labor costs. Some examples of maintenance projects include replacing filters, filling potholes, and replacing light bulbs. The amount allocated for maintenance is based on the previous year's appropriation.</p> <p>Departments should budget additional funds to meet maintenance needs in their operating budgets if applicable.</p>

Please note:

- **Do not use any other account codes** for capital project related budgets other than the account codes listed above; **do not use 506070**.
- All capital projects set up in PeopleSoft will also require identification of "project type":
 - "CAPCP" for Capital Projects funded through the Capital Planning Committee
 - "MAINC" for Facilities Maintenance or Maintenance projects funded through the Capital Planning Committee.
- All budget system (BFM) entries for capital projects will only be accepted in Capital forms, which will be further explained in the Controller's office technical instructions.
- Requests for IT software, IT Capital Investment, and related equipment should be submitted to the Committee on Information Technology.

Controller's Technical Instructions

SUMMARY OF MAJOR CHANGES

There are two calculators that can be found in BFM reports to aid position costing and budgeting.

- **Regular Job Class Calculator:** The regular class calculator help determine the BY and BY+1 salary and benefits cost based on start/end pay periods and standard hours for regular job class only.
- **Special Class Calculator:** The special class calculator helps determine the estimated salary override amount to enter to achieve the targeted salary and benefit total amount.

REMINDERS

Appropriating Bond Interest: Departments must not budget bond interest without approval from the Controller's Office of Public Finance (OPF).

- 1) Departments must reach out to the Controller's Office of Public Finance if they would like to start the process to appropriate bond interest. The BAD budget analyst and AOSD debt group must be copied on communication. Please note that department budget staff are encouraged to reach out to the Controller's Office of Public Finance regarding debt service items in the City's Statement of Bond Redemption and Interest that is a section in the AAO.
- 2) After OPF certification on the completion of the arbitrage calculation (e.g., yield; proceeds), BAD will work with the department and OPF to budget the interest appropriately. (i.e. make sure spending is set up correctly to comply with the requirements, use interest revenue account instead of use of fund balance 499999)
- 3) BAD will work with OPF in case the arbitrage charge is incomplete, and the spending needs to be put on reserve.

Departments appropriating bond interest must use an interest account code instead of use of fund balance or account code 499999. Departments intending to appropriate bond interest are required to notify the Controller's Office if the bond interest is still subject to arbitrage calculations.

Budget Website: Legislation passed in December 2019 established a budget website and processes for departments to gain public input on their budget priorities. Specified departments are required to solicit public input both before and after their proposed budgets are created, and no later than February 14th each year. Department budget submissions will continue to be posted on the budget website: <https://sf.gov/topics/budget>.

Capital Equipment Requests: Capital projects may involve the purchase of equipment. However, because capital projects are budgeted in the budget system in the Capital application using account code 567000, no equipment numbers are entered into BFM.

Interim Budget: The Mayor's June 1 Proposed FY 2026-27 budget will serve as the Interim Budget. Per the unchanged interim budget requirements in the Charter, there will be no new capital or equipment spending during the interim period, and no new positions will start unless submitted to the Board of Supervisors via an interim exception.

Programmatic Projects: Account ID 506070, Programmatic Projects-Budget, **should not be used in the budget system in account-controlled funds (e.g., fund 10000) or in the capital forms.** Departments should correct the account or the fund to address this.

Project Type: eTurns and audit trails reflect the project type of each project. Project type is now a required PeopleSoft field and assists with tracking various types of budget items. As noted below in the Technology and Capital budgeting sections, for example, there are project types to identify whether a technology project is funded through COIT, which would be project type TECHC, or not through COIT, project type TECH. The method for identifying capital project types is similar—capital projects funded through the Capital Planning Committee are CAPCP project type or CAP for non-Capital Planning Committee funded projects. Departments must tag projects for capital requests that are reviewed by CPC with the project type, CAPCP – CPC-funded capital project unless the CPC-funded capital request is for facilities maintenance. For CPC-funded facilities maintenance projects, departments must tag the project with the project type, MAINC – CPC-funded facilities maintenance.

Prop Js: All non-fixed budget departments should submit updated and new BY Prop Js with budget submissions. Prop J contracting authorizes outside contracting of existing services, when a service can be performed by private contract at a cost lower than the same service performed by civil servants. Requests must be submitted to the Controller's Office and approved by the Board of Supervisors. Fixed budget departments should submit Prop J's for both budget years in an "open" cycle and need to resubmit previously approved Prop J's only if there is changes, not related to City salary COLAs, in the Fixed Budget mid-cycle or "closed" budget year.

Subsetting request communication—When requesting new codes, please write "***Budget Related***" in the subject line of emails to your Controller's Budget and Analysis Division analyst as well as "**Codes to be created in PeopleSoft (PS) for BFM subset**" in the header and attach a complete subsetting file with the new code information also. Please see the subsetting section of this report.

Use of Reserve: In the past, the budget practice for use of reserve was to use account 499998 in the fund where the associated spending is being budgeted. Departments now must budget use of reserves as a reduction in the actual reserve accounts (598xxx, 597xxx) which "balance" sources, where applicable, in the fund where the reserve exists.

Account IDs for capital project requests: Departments must use either account ID 567000 Capital Project, 500010 Facilities Maintenance, or 584030 Capital Renewals for budgeting capital project requests. 506070 Programmatic projects should not be used. Equipment requests will use the equipment related to PeopleSoft account IDs discussed in Accounts for Equipment Requests and Equipment Lease Requests below.

Grant projects: Departments must ensure that the **Grant Project** check box for grant project codes is checked in the maintain projects screen in PeopleSoft Financials. Checking this box identifies the project code as grant project code in both PeopleSoft Financials and BFM. Please see example below.

The screenshot displays the 'Project Costing' application interface. At the top, there is a navigation bar with a back arrow, the text 'Financial', and the title 'Project Costing'. To the right of the title are icons for home, search, notifications, and a settings menu. Below the navigation bar is a tabbed interface with tabs for 'General Information', 'Project Costing Definition', 'Primavera', 'Manager', 'Location', 'Phases', 'Approval', 'Justification', 'User Fields', 'Rates', and 'Attachments'. The 'General Information' tab is active.

Under the 'General Information' tab, the project number '10038143' is displayed. Below this, there are several input fields and checkboxes:

- *Description: HD HIV AO05 2223 MMP
- *Integration: SFGOV (with a search icon) and City & County of San Francisco
- *Project Type: OPR (with a search icon) and Operating
- Percent Complete: 0.00
- Project Health: As Of
- Processing Status: Active
- Project Status: Open
- Contract Number: CTR00002641
- Grants Project: ☒

Below the general information, there is a 'Project Schedule' section with fields for *Start Date (06/01/2023) and *End Date (05/31/2024). There is also an 'Additional Dates' link.

The bottom section is titled 'Description' and shows a list of entries. The first entry has a Date/Time Stamp of 10/01/21 3:17:09PM and User ID 65575. The description text is 'HD HIV AO05 2223 Medical Monitoring Project'. Below this, there is a 'Long Description' field with the same text. A note indicates '211 characters remaining'.

Real-time reporting. Department non-position entries appear in real time in the budget reports such as the eTurns and audit trails. Department position entries will appear in real time (at 15 minute intervals) in the budget reports.

SOURCES (REVENUES) POLICY

General Statutory Authority:

Article IX, Sections 9.100, 9.101, 9.102 of the San Francisco Charter, supplemented by Chapter 3 of the San Francisco Administrative Code, establishes budget policies and procedures with respect to revenue estimates. Specifically, San Francisco Charter Section 9.101 states, in part:

The annual proposed budget shall include:

1. Estimated revenues and surpluses from whatever sources to the extent feasible, for the forthcoming fiscal year and the allocation of such revenues and surpluses to various departments, functions, and programs to support expenditures. Proposed expenditures may include such necessary and prudent reserves as recommended by the Controller; and
2. A summary of the annual proposed budget with a narrative description of priorities, services to be provided and economic assumptions used in preparing the revenue estimates.

San Francisco Charter Section 9.102 provides:

The Mayor shall submit to the Controller for review the estimated revenues contained in the proposed biennial budget and any subsequent revisions. The Controller shall then provide the Board of Supervisors with an opinion regarding the accuracy of economic assumptions underlying the revenue estimates and the reasonableness of such estimates and revisions.

Chapter 3 of the San Francisco Administrative Code outlines general requirements relating to departmental budget submissions. Specifically, Section 3.7 of the San Francisco Administrative Code requires departments to "submit with their budget, a schedule showing each fee charged by said department, the revenues received from each such fee, except fees regulated by State or Federal law, and the costs incurred in providing the services for which the fee is assessed."

Sources

Total sources are determined by adding together the following components:

1. General Fund Allocation;
2. Revenues (Citywide and Departmental);
3. Transfers In;
4. Bond Proceeds;
5. Available Surplus (Fund Balances); and
6. Expenditure Recoveries from providing Interdepartmental Services.

Revenues Definition

City revenues fall into two basic revenue categories: (1) Citywide and (2) Departmental.

1. Citywide revenue is budgeted primarily in the General City Responsibility (GEN) section of the budget. These revenues are generally not attributable to a specific department, commission, or agency. Citywide revenue estimates (e.g., Property Tax, Sales Tax, Hotel Room Tax for the General Fund) are projected and reviewed for accuracy by the Controller's Office and budgeted by the Mayor's Office. In preparing and reviewing these estimates, the Mayor's Office and the Controller's Office will use current year's budgeted revenue amounts as a starting point, incorporating year-to-date performance as well as current economic information pertinent to the various revenue sources.
2. Departmental revenue is generated by the services, programs, or activities of a particular City department, commission, or agency.

Revenue Forms

Revenue forms 2A, 2B and 2C are due to the Controller's Budget Office by the Department Budget Request submission deadline of Friday, February 21, 2026.

All Departments

Form 2A: Run report 15.30.005 and filter on "Regular Revenues" to show revenue changes in the budget submission.

Form 2B: Complete this form, indicating all modified and new fees for each department.

Form 2C: This should be completed for all fees included in Form 2B.

USES (EXPENDITURES)

In developing the Department Budget Request submission, the department must analyze the total projected sources of funding and match its requested uses (i.e. expenditure appropriation). Total departmental sources are determined by adding together the revenue components described in the preceding section. Departmental expenditure requests are limited by the amount of revenue available to each department.

Reference Guide for Expenditure Budgeting

Expenditure Baselines

The San Francisco Charter and other municipal codes require the City to appropriate certain levels of spending for specific populations. These mandates are the:

- Children's Baseline, for children up to 18 years old [Nov 2014 Prop C, Charter Section 16.108]
- Disconnected Transitional-Aged Youth (TAY) Baseline, for youth aged 18 to 25 [Nov 2014 Prop C, Charter Section 16.108]
- Early Care and Education Baseline, for youth aged 0 to 5 [June 2018 Prop C, Business and Tax Regulations Code Article 21]
- Our City, Our Home (OCOH) Baseline, for people experiencing homelessness [Nov 2018 Prop C, Business and Tax Regulations Code Article 28]. The OCOH baseline includes 7 sub-components that must be individually tracked.

All of the eligible spending for these baselines must be budgeted in unique PeopleSoft Project Activity pairs (with the appropriate Activity Types) so that the City can track compliance with the Charter and Municipal code.

Prior to FY 2020-21, each baseline requirement mapped to exactly one Peoplesoft Project-Activity pair because the baselines were defined to be mutually exclusive (a person cannot be both 10 years old and 20 years old). However, with the addition of the OCOH and Early Care and Education baselines, the requirements are sometimes overlapping; that is, the same expenditure can count toward multiple baseline requirements. For example, \$1 to support a 7-year-old child experiencing homelessness could possibly count toward both the OCOH baseline and the Children's Baseline. The table below shows the Activity Types currently available to be budgeted. Any changes to the list of Activity Types below must be reviewed and approved by the Controllers' Budget Office. If your department has new programmatic spending that may qualify to meet these baseline requirements, please contact your Controller's Office and Mayor's Office budget analyst.

Activity Type	Description	Full Activity Type Description	Children's Baseline	TAY's Baseline	OECE's Baseline	OCOH's Baseline
8	Children's Baseline	Children's Baseline	X			
9	Transitional Aged Yth Baseline	Transitional Aged Yth Baseline		X		
10	Permanent Housing – General	Permanent Housing – General				X
11	Perm Hsg ShortTerm RentSubsidy	Permanent Housing – Short Term Rental Subsidies				X
12	Perm Hsg Homeless Youth 18-29	Permanent Housing – Homeless Youth 18 - 29				X
13	Perm Hsg Homeless Families	Permanent Housing – Homeless Families Children < 18	X			X
14	Homeless Shelter	Homeless Shelter				X
15	Homelessness Prevention	Homelessness Prevention				X
16	Mental Health	Mental Health				X
17	Perm Hsg – General & Children	Permanent Housing – General & Children's Baseline	X			X
18	Perm Hsg STRentSubsidy&Children	Permanent Housing – Short Term Rental Subsidies & Children's Baseline	X			X
20	Perm Hsg HomelessFams&Children	Permanent Housing – Homeless Families Children < 18 & Children's Baseline	X			X
21	Homeless Shelter & Children	Homeless Shelter & Children's Baseline	X			X
22	Homelessness Prev & Children	Homelessness Prevention & Children's Baseline	X			X
23	Mental Health & Children	Mental Health & Children's Baseline	X			X
24	Permanent Housng General & TAY	Permanent Housing – General & Transitional Aged Yth Baseline		X		X
25	Perm Hsg ST Rent Subsidy & TAY	Permanent Housing – Short Term Rental Subsidies & Transitional Aged Yth Baseline		X		X
26	Perm Hsg Homeless Youth & TAY	Permanent Housing – Homeless Youth 18 - 29 & Transitional Aged Yth Baseline		X		X
28	Homeless Shelter & TAY Baselin	Homeless Shelter & Transitional Aged Yth Baseline		X		X
29	Homelessness Prevention & TAY	Homelessness Prevention & Transitional Aged Yth Baseline		X		X
30	Mental Health & TAY Baseline	Mental Health & Transitional Aged Yth Baseline		X		X
31	OECE & Children's Baseline	OECE & Children's Baseline	X		X	
32	OECE Baseline	OECE Baseline			X	

If you need a comprehensive list of the Peoplesoft Project-Activity pairs for any of these baselines, please run the report shown below in Reports and Analytics.

The screenshot shows the SF Reports & Analytics dashboard. The 'Dashboards' menu is selected. In the 'BI Job Aids' section, a red arrow points to the 'Classification Structure' link, which is circled in red.

The screenshot shows the 'Classification Structure' report in SF Reports & Analytics. The 'Activity Classification Structure' section is highlighted. A red arrow points to the 'Activity Type Number' dropdown menu, which is circled in red. The dropdown menu shows options: NULL, Children's Baseline, FEMA Debris Removal (Emer), Homeless Shelter, Homeless Shelter & Children, and Homeless Shelter & TAY Baseline.

Authority-Controlled and Account-Controlled Funds

In authority-controlled funds, each authority ID should be a unique code with a meaningful description. Authority ID 10000, Operating, should not be used in authority-controlled funds, and conversely, in account-controlled funds only Authority ID 10000 should be used.

Additionally, Account ID 506070, Programmatic Projects-Budget, should not be used in account-controlled funds. The Controller's Office will be reaching out to those departments that have budgeted account 506070 in account-controlled funds to ask that these Chartfields be corrected.

Capital budget in accounts 500010 Facilities Maintenance-Budget, 567000 Bldgs, Struct&Imprv Proj-Budget, and 584030 Capital Renewal Projects should not be budgeted in account-controlled funds.

Interdepartmental services budget that will be transferred to another department through delegated authority must be budgeted in authority-controlled, continuing funds. Grants are budgeted in project-controlled funds and must not use delegated authority.

Grants

In general, accepting and expending grants of certain dollar amounts and for certain purposes requires approval by the Board of Supervisors. Ordinance 97-12, adopted in May 2012, revised the threshold for Accept and Expend grant resolutions. Now all grants less than \$100,000, grants that remain less than a total of \$100,000 per grant after subsequent increases raise the initial grant, and grant increases less than \$50,000, do not require board approval, provided there are no new positions created. **Legislation which may change this procedure is currently in process. Please be aware that further instruction may be provided by the Controller's Office Accounting Operations and Supplier Division (AOSD) in early calendar year 2026.**

Departments may include the first year of a recurring grant that the department has not previously received in the Budget and Appropriations Ordinance if there is an Accept and Expend (A&E) resolution or ordinance package accompanying the Mayor's Proposed Budget. Please send the A&E package to your department's AOSD fund accountant by the Department Budget Submission deadline in February, for review and the Controller's Office signature. Please inform the Mayor's Budget Office of the new grant in the department's budget and the accompanying A&E legislation. New one-time (non-recurring) grants greater than \$100,000 that have not previously been received should not be included in the AAO, but only through the regular A&E process. Please refer to the Controller's Accounting Policies and Procedures for information on the A&E Resolution/Ordinance Process, and for additional grant budget information.

A substantial number of the City's grants are recurring, that is, they are granted to the City each year, provide funding for the same programs and associated positions, and essentially support a portion of the department's operating budget. Grants that are continuing into the next budget year are included in the annual budget to display departmental resources and give a more complete picture of the City's overall operating budget more accurately. Grants that meet the following requirements should be included in departments' budget submissions: The grant is an operating grant, not a capital grant.

- The new grant has been awarded and will begin on or after the beginning of the new fiscal year (July 1st of BY or BY+1).
- The Department is confident that the grant will be awarded or renewed in the budget year and can document the basis for the projected grant budget.
- The grant budget has not already been authorized through an A&E Resolution or an Ordinance amending the Salary Ordinance, and consequently, not already recorded in PeopleSoft.

Departments must balance all grants at the PeopleSoft project level before the department budget is submitted in February. Revenue account should match the award type. If departments do not know their exact grant award at the time they prepare their annual budgets, they should include their best reasonable estimate with supporting calculations.

All new operating Federal, State and local grants in this budget cycle are placed in project codes within Special Revenue Funds. Federal, State, and local grants will be distinguished by project and by the different revenue accounts used.

Private grants, including those from non-profit organizations, private corporations, and individuals, should be budgeted in Special Revenue Funds.

For grants that are recurring or renewed each year with new award agreement, or in cases where a department receives operating grant awards on a different cycle than the City's fiscal year, departments should request new grant project IDs for each respective budget year. If spending during the City's fiscal year is likely to be divided between two different grant awards, the department should show this by dividing the budget between the two grant project IDs. The Controller's Office has updated most recurring grants in the base budget and will work with the departments to update the remaining grant project codes.

All positions funded by grant revenue should be designated by the "G" position status indicator. The "C" position action indicator should be used to identify previously grant-funded positions that will no longer be funded from a grant and instead are replaced by another revenue source such as the general fund.

The Controller has been provided with the authority to approve minor adjustments, prepared by departments, to reflect actual awards made if granting agencies increase or decrease the grant award amounts estimated in budget submissions. Departments should also provide documentation to the Controller's Office showing the revised grant awards.

Ordinance 265-05 requires grants of \$5,000,000 or more that anticipate the issuances of Requests for Proposals, to submit a resolution articulating the grant application to the Board of Supervisors for review and approval at least 60 days prior to the issuance of the RFPs. Admin Code Sec. 10.170(b).

As an alternative to budgeting grants through the Budget and Appropriation Ordinance, departments may still submit grant budgets for Board approval at any time during the year through an A&E Resolution and/or an Ordinance amending the Salary Ordinance. Departments receiving grants before July 1 that wish to start spending the money in advance of the new fiscal year must use the A&E Resolution process. If the grant includes new positions that do not exist in the Base, an Ordinance amending the Salary Ordinance and approving the A&E must also be submitted.

Questions concerning grants should be directed to your Fund Accountant in the Controller's Office.

Recurring Grant Project ID Set Up in PeopleSoft: The following are the steps to create grant project IDs that are renewed every year, please contact your Controller's Office Fund Accountant if you have any questions.

Navigate to Copy Proposal, search for and select proposal related to grant project you seek to copy. Update any fields as necessary (start/end date, which will become start/end date for the new project ID) and **be sure to uncheck the box to copy the budget** (this applies to converted contracts only beginning with CNV) and click copy.

- Note your new Proposal ID (which becomes the Award ID and Customer Contract ID upon award generation) and Project ID (which becomes active upon award generation).

- Update the relevant fields in your new proposal—Title/Long Title will become the proposal/award name, and project name (will inherit when activated). Save changes. Users may want to update the proposal types, CFDA, PI ID, Department, and subdivision, add attachments etc.
- When ready, submit your proposal (which locks the proposal from future edits).
- Generate award so that the project ID gets activated and becomes available for subsetting into the budget system.
- Ensure that the Grant Project check box is checked in the Create / Maintain Project screen in PeopleSoft's Project Costing Module.

Please refer to these links on how to create and submit a proposal and how to generate a grant award from a proposal.

- [How to Create and Submit a Proposal](#)
- [Grants: How to Generate an Award from a Proposal](#)

Information Technology Projects Including Equipment and Software

Please refer to the "Project Costing for Technology Project in PeopleSoft" section in this document for guidance on Information Technology budget requests.

SALARY ITEMS

General Information

Position Coding

To create new positions in BFM, navigate to the Positions withing Expenditures by Division Form 3000 and follow the steps in the position wizard where a new generic position number will be generated. Information regarding position codes can be found by selecting the magnifying glass next to each box within the position wizard. For reference, information regarding position codes include:

- classification code (4 characters);
- retirement indicator (appended to the classification code);
- position status indicator; and
- position action indicator.

The screenshot displays the 'Budget Form Header' interface with a 'Form Positions' window open. The 'Form Positions' window has a 'New Position' button highlighted. Below it, the 'Position Wizard - Add a New Position' dialog is shown, indicating 'Step 1 of 7'. The wizard contains two input fields: 'Job Class' and 'Position Code', both of which are circled in blue. The 'Position Code' field contains the value '10017141713'. At the bottom of the wizard, there are 'Advance to Finish' and 'Cancel' buttons.

Classification Code:

The classification code is a four-character code which uniquely defines a position title and salary range. Proposed new classification codes must be approved and have a rate of pay assigned (contact Department of Human resources or the Civil Service Commission) before they will be accepted into the budget system. Temporary appointments to such positions will not be approved prior to formal classification action.

For example, salary cost associated with a permanent position in job class 1424 Clerk Typist appears as an account in the budget system rolling up to account 5010, Salaries. When the BY budget is interfaced into PeopleSoft, salary cost will be converted to the salary account 501010, Permanent Salaries Miscellaneous.

Retirement Indicator:

A retirement indicator is an alphabetic character appended to the job classification code that allows the budget system to automatically calculate retirement and Social Security costs. Each position record must contain one of the following codes:

- C** - Regular City Retirement (Miscellaneous Employees)
- E** - Exempt from retirement. This indicator should be used for temporary, premium, holiday and overtime pay that are not retirement pay-eligible. **Note: retirement membership is extended to non-permanent employees who have at least 1040 hours (6 months full time) of service.**
- F** - City Retirement - Fire (Excludes FICA costs as fire job classes do not participate in Social Security)
- P** - City Retirement - Police (Excludes FICA costs as police job classes do not participate in Social Security)
- S** - State Retirement (CalPERS Safety-Excludes FICA costs as these job classes do not participate in Social Security)
- X** - Uniform Exempt from Social Security. The "X" retirement indicator was created in the budget system to distinguish uniform salary accounts for premiums, overtime and holiday pay which are subject to Medicare tax but not Social Security (FICA).

Position Status Indicator:

A Position Status Indicator identifies the type of position that is being entered. The following are valid Position Status Indicators:

- A** - Regular Position: used for regular on-going positions.
- G** - Grant Funded: used for positions funded by grant revenues in the budget.
- L** - Limited Duration: used for positions with a definite duration, e.g., bond funded projects (even if the duration is several years). Note: Limited Duration positions can only be entered in the "Limited Entry" cube and will be defined as ending within three fiscal years.
- O** - Non-Operating Budget funded: used to allow non-operating budget positions such as those funded from bond proceeds for capital projects to be included in the Annual Salary Ordinance. These positions will be excluded in position count reports for the City's operating budget. Salaries and Fringe Benefits are not calculated for this position status.

- S -** Special Class: used for special class entries that are not paid a fixed hourly rate or other classes with special rates. Departments must manually enter a salary budget, which will ultimately populate "salary override" in BFM. This position status will reflect position numbers with NEWPXXXXXX or numeric-digit designated position numbers 01XXXXXX.

Position Action Indicators:

A Position Action Indicator is required if a change is being made. It identifies the type of change being entered. The following are valid Position Action Indicators:

- N -** New - used to identify any newly requested full or part-time position that does not qualify as continuing, reassignment, reclassification, or substitution.

Note: The HCM Position# in the budget is for reference only and is used to identify position changes, such as reassignment or substitutions. In mid-July, departments will have the opportunity to update Position#s during the SF Budget Position# Crosswalk. This includes replacing system-generated placeholder Position#s for new positions with the correct SF People & Pay Position# and updating existing SF Budget Position#s to align with their corresponding SF People & Pay Position#. It is recommended that Position#s be modified during mid-July and not during the budget process.

- Q -** If a position was added via a supplemental appropriation ordinance during the year.

These are Position Action Indicators for making a change to an existing position in the base budget:

- D -** Deleted - used when deleting an existing position that exists in the base budget where no other position action, such as changing FTE, substitution, or reassignment is made.
- R -** Reassignment - used to identify positions that are reassigned from one cost center (fund ID, department ID, authority ID, project-activity) to another.
- H -** Change FTE – changing the FTE of an existing job class by adjusting either the number of standard hours, the funding start date, or both. An example would be the delay of a new position created in FY 2025-26 and approved during last year's budget process. For position entries that combine reassignment and change FTE, use the H – change FTE position action indicator.
- C -** Change Status – changing a job class position indicator (e.g. from "A" to "O"). For position entries that involve a status change and a combination of reassignment or change FTE, use the C - change status position action indicator.
- S -** Substitutions - used to request a trade of one position for another position or to reclassify a position. Substitutions may be upward (switching for another position where the rate of pay is higher than the prior position), or downward (switching for another position where the rate of pay is lower). Proposed reclassifications should be identified with an "S" position action indicator. For position entries that involve substitutions and a combination of reassignments, change FTE, or change status, use the S – substitutions position status indicator.
- TF -** Transfer of Function, similar to a reassignment but for this specific purpose to another office, agency or department.

Indicator	Indicator Name	Use Case	Additional Use Case
N	New	Only use for new request for new position only.	
Q	Position added via ASO amendment	Only use to enter position added via supplemental mid-year.	
D	Deletion	Only use to delete a position existing in the Base budget.	
R	Reassignment	Only used to reassign to a different cost center (fund ID, department ID, etc.)	
H	Change FTE	Adjust standard hours, and/or funding start date.	Use even if combined with Reassignment.
C	Change Status	Change position status indicator. (eg., from "A" to "O")	Use even if combined with Reassignment and/or change FTE.
S	Substitution	Reclassify a job class code. Includes upward/downward position reclassifications.	Use even if combined with Reassignment, Change FTE, and/or Change Status.
TF	Transfer of Function	Reassign a position from one office, agency, or department to another.	Use even if combined with Change FTE, Change Status, and/or substitution.

Special Position Classes (Lump Sum \$ amounts):

The following special classification numbers have been created in the budget system to accommodate budgeting needs:

9993x (Used to record normal Attrition savings):

9993M_C Attrition Savings - Miscellaneous

9993N_C Attrition Savings - Nurses

9993P_C Attrition Savings - Platform

9993U_F Attrition Savings – Fire

9993U_P Attrition Savings – Police

9993U_S Attrition Savings - Safety

STEP x (Used to reflect step adjustment changes):

STEPM C Step Adjustment, Miscellaneous

STEPN_C Step Adjustment, Nurses

STEPU_F Step Adjustment, Fire

STEPU_P Step Adjustment, Police

STEPU_S Step Adjustment, Safety

For all the classes listed above departments should always select the special class job class with the appropriate retirement indicator to ensure that corresponding fringe benefit savings by account will automatically be computed.

New Positions, Substitutions, Reassignments, & Temporary Exchanges

For proposed new positions, substitutions, and reclassifications, the following information must be included in the budget checklist and form 3B, Position Changes of the Department Budget Submission workbook

Reassignments

Use reassignments to move positions from one funding source to another as discussed above.

If the reassignment is not approved, the proposed change will be unapproved in BFM, thereby restoring the position to the original funding source in the base budget. Departments must confirm that the funding sources involved in reassignments are appropriate. For example, if a position is currently supported 100% by grant or work order funds, moving it to a General Fund project-activity cost center may require extensive justification. Departments should discuss questions and review position reassignment details with the Controller's Budget Office Analyst and Mayor's Budget Office Analyst.

Temporary Exchanges

All positions that were temporarily exchanged, "TX-ed" (assigned to a different job class position budget funding) in the current year should be substituted in the BY submission to reflect the classification of actual duties performed.

Account Codes: Salaries and Fringe Benefits

501000-501010 Permanent Salaries

All existing positions in permanent salaries are budgeted at the full yearly rate. Any savings which would accrue from a position being vacant for some portion of the fiscal year should be netted in the amount requested for attrition savings. Please note that for all regular job classes' salaries, there are no separate chart of accounts for Miscellaneous Employees, Uniform Police and Fire, Muni Operators and Registered Nurses; all will be budgeted within the permanent salaries chart of account.

505010-506010 Temporary Salaries

Temporary salaries are distinguished by job classification TEMP and are budgeted under account 505010 Temp Misc Regular Salaries and 506010 Temp Nurse Regular Salaries. Thus, in tracking temporary salary expenditures, departments must break down expenditures in regular salaries account 5010 by job classification and account.

Departments should manually include an estimate for the cost of wage increases contained in the Memorandums of Understanding (MOUs) in temporary salary budget lines; the Controller's Office will not make automatic adjustments in the corresponding accounts.

509000-509010 Premium Pay

Show all premium pay types, including standby pay and differential pay, in the Premium Pay accounts. **The Controller's Office does not make automatic adjustments in premium pay accounts.** For those Premium Pay types which are a percentage of base salary amounts, include the cost of anticipated wage increases in the amounts budgeted.

501070; 503080; 510050; 510210; 512050

**Holiday Pay, Incentive Pay, Retirement Payout and
511000-511060 Overtime Pay**

Overtime, Holiday Pay, Incentive Pay, and Retirement Payout will be displayed in the budget system as a total amount in the respective account without position (job class) detail.

Amounts budgeted for overtime, holiday pay, incentive pay, and retirement payout should include the cost of wage increases contained in MOUs. The Controller's Budget Office does not make automatic adjustments in these accounts. Each department is responsible for making their own proposed adjustments.

513000-51990 Mandatory Fringe Benefits

The budget system automatically calculates fringe benefits based on position detail (job class and employee organization) or amounts in benefits accounts (with the exception of the administrative and retiree health subsidy costs for health services). **Departments are therefore restricted from entering fringe benefit data for the following:**

Auto-calculated benefits:

- Retirement – SFERS City 513010, 513030 or PERS, 513090
- Retirement Pick-up, 513710
- Social Security, 514010
- Social Security – Medicare, 514020
- Health Service – City Match, 515010
- Dependent Health Coverage, 515710
- MEA Flexible Health Benefits, 519110
- Dental, 516010
- FUTA, 517010
- Long-Term Disability, 519120
- Prop B and Prop C retiree health contributions for actives, 515020 and 515030

and

Manually entered fringe benefits:

- Health Service – Retiree Health Subsidy Cost, 515610
- Health Service – Administrative Cost, 515110

The method of calculation of each fringe benefit is described below.

513000-513090 City or PERS Retirement

These accounts are computed based on the retirement indicator.

- SFERS - In November 2011, Proposition C adjusted the City retirement contribution, to reflect different City contributions based on wages. The budget system has grouped salaries into three levels, referred to as tiers, based on increasing compensation, and applied retirement contributions based on these rates. The following table shows the City's portion of retirement rates:

	BY (FY 2026-27)	BY+1 (FY 2027-28)
SFERS Miscellaneous Employees*:		
Less than \$74,293 per year	16.48%	17.82%
Between \$74,293 and \$148,586 per year	15.03%	15.89%
Greater than \$148,586 per year	14.55%	15.41%
SFERS Uniform Employees* (Police and Fire)		
Less than \$74,293 per year	14.74%	15.43%
Between \$74,293 and \$148,586 per year	14.74%	15.43%
Greater than \$148,586 per year	14.74%	15.43%
CalPERS Employees*		
Less than \$74,293 per year	78.62%	74.59%
Between \$74,293 and \$148,586 per year	78.62%	74.59%
Greater than \$148,586 per year	78.62%	74.59%

*The salary base that determines each threshold varies with CPI growth each year; November 2011 Proposition C pension reform is reflected in these rates.

As these rates are updated by the Retirement System, the Controller's Office will update these rates in BFM.

Departments must use the correct retirement indicator so BFM will correctly update rates if they are adjusted.

513710-513790 Retirement Pick-up

The Controller's Budget Office may adjust retirement pick-up rates to reflect negotiated BY MOU agreements as labor agreements are reached. Do not compute the amount required for retirement pick-up. The Controller's Budget Office will budget these amounts based on negotiated MOUs.

514000-514010 Social Security Tax (FICA)

The Social Security tax rate remains the same at 6.20% for BY and BY+1 for both the employer and the employee. FY 2026-27 and 2027-28 wage bases are capped at \$189,337 and \$199,265, respectively.

514020 Social Security - Medicare

Social Security-Medicare is computed at a rate of 1.45% of salaries or wages paid for each the employer and the employee. There is no wage base cap for Medicare.

515010 Health Service - City Match

This refers to the City's cost for paying for the cost of only the employee and no dependents. The Health Services City Match rate of contribution per year varies for most employees. The amount entered for a job class is the weighted average contribution based on the number of employees in each bargaining unit enrolled in the various health plans offered by the City. An estimated medical inflation factor has been included in the base budget. These benefits will be updated by the Controller's Budget Office per Health Service System updates, (See also accounts 515710 and 516010).

515020-515030 Retiree Health for Actives

This refers to the City's contributions to the Retiree Health Care Trust Fund to fund health benefits for future retirees. This is calculated in the budget system as 1% of the salary budget for all job classes except

Commissioners and temporary positions. Employees' required contributions to the Trust are not reflected in the budget system.

515710 Health Service - Dependent Coverage

This refers to the City's cost for health care for employees' dependents. The Controller's Office will budget these amounts based on MOUs and Health Service System enrollment records. An estimated medical inflation factor has been included in the base budget.

515510 Health Service - Administrative Cost

The Health Service System calculates this line item based on employee and retiree enrollment records. Costs are allocated to each department/fund based on the number of active members in the health system. The Controller's Budget Office will enter the applicable rate and amount adjustments into the budget system.

515610 Health Service – Retiree Health Subsidy Cost

This account captures the contribution to current retirees' health care. If the employee is vested for health service upon retirement, the department that the employee retires from will receive the budget and charges for that retiree's health service subsidy, regardless of the employee's employment history. The Controller's Budget Office will enter the amount into the budget system, based on information from the Health Service System.

516010 Dental Benefit

The BY and BY+1 average rates of contribution are updated in the budget system by the Controller's Budget Office and can be referenced by running Report 15.15.002. The amounts are computed in the budget system by multiplying the City contribution by the number of employees shown in the budget. An estimated medical inflation factor has been included in the base budget.

517010 Unemployment Insurance

The City is directly billed by the State for any unemployment benefits paid to City employees. The current budgeted rate for BY and BY+1 can be referenced by running Report 15.15.002. The budgeted rate for unemployment insurance costs may change because of factors including the required minimum benefit payments and recent and projected costs. The Controller's Budget Office updates this rate upon review of the balance in the unemployment insurance fund.

519110 Flexible Benefit Package

This account is used to record the cost of flexible benefit plans that are currently authorized for members of MEA. The amount will be computed in the budget system.

519010 Fringe Adjustments-Budget

This account is only used by the Controller's Budget Office during budget balancing. Departments should not use this account in their budget submission. However, for the Department Request Stage, where applicable, departments will need to remove use of the 519010 account in their proposed budgets, as this is reserved for Controller's Office balancing and will be checked at the end of the department stage.

NON-SALARY ITEMS

General Information

At a minimum, departments are required to use the accounts listed below for budgeting non-salary requests. The required budget accounts are also highlighted in the Chart of Accounts.

Account Codes

520190/520290 Department Overhead/ Division Overhead

Use account 520190 for department-level and account 520290 for division-level administrative costs.

520100 Overhead Recovery

Use account 520100 to budget overhead recovery as a **negative** value.

520010 Indirect Cost Reimbursement / City Overhead (Full Cost Plan)

Section 10.199 of the San Francisco Administrative Code requires departments funded by Non-General Fund revenues to include an amount for City overhead in their budget requests. This amount will be transferred to the General Fund to support the estimated costs of services rendered and facilities provided by General Fund agencies. In FY 2009-10, the Controller's Office began directly charging the Full Cost Plan, which is similar to the State's County Wide Cost Allocation Plan (COWCAP) instead of billing departments monthly.

The Controller's Budget Office calculates the Full Cost Plan and enters the costs into the budget during the Mayor stage of the process. **Departments should not change the amounts entered by the Controller's Budget Office. For BY+1, the calculated amount for BY will be applied.**

521030 Air Travel

521050 Non-Air Travel

Air travel and non-air travel should be budgeted separately in accounts 521030 and 521050, respectively.

Use these accounts for all types of travel, including travel to and from training or professional development activities. Note that Section A8.410 of the San Francisco Charter and Section 10.28-1 of the San Francisco Administrative Codes provide that attendance at meetings or other events shall only be allowed when funds have been specifically appropriated for the purpose. Examples of these meetings and events are out-of-town conferences, seminars, and symposiums held by local or national professional organizations for the purpose of interchanging ideas or knowledge, discussing matters of concern, and giving or collecting up-to-date information critical to the operation of city departments.

522000 Training

Staff development and training are those activities where City employees participate in specific coursework involving structured training to acquire, enhance, or improve their work-related knowledge and skills. Attendance may be held in or out of the City. Employees attending out of town training may incur travel-related expenses in addition to the registration/tuition fees. Budget funds for staff development or training expenses (other than Human Resources management training) are under this account.

Budget amounts requested for travel to and from the training and accommodations while at the training under account 521000 Travel and/or 521030 Air Travel.

524010 Membership Dues

Section 16.6 of the San Francisco Administrative Code lists allowable membership organizations for city departments.

525000 Entertainment and Promotion

Provide the purpose for proposed expenditures of this nature, the estimated number of proposed events, and the estimated attendance in the Program Expenditure Report (Mayor's Budget Instruction Form 3A).

526000 Court Fees and Other Compensation

Use account 526000 only for fee-based costs (e.g., outside attorneys, arbitrators, and expert witnesses). Salary-related costs for members of Boards and Commissions are captured in account 501000, Permanent Salaries – Miscellaneous, using classifications specific to Commissioner positions. Contact the Controller's Budget Office if you have questions regarding Commissioner compensation.

527000 Professional and Specialized Services

Generally, services for the City and County of San Francisco are performed by positions filled through civil service examination. San Francisco Charter Section 10.104.15 provides for situations exempt from this requirement. Section 10.104.15, commonly referred to as the "Prop J" certification, whereby services may be accomplished by private contract if it is determined that "...the work or services can be practically performed under private contract at a lesser cost than similar work performed by employees of the City and County..." This same section also prohibits the contracting of any work or services that the San Francisco Charter or other applicable law requires officers and employees of the City to perform.

If a department wants to contract out services under Section 10.104.15, it should consult with Human Resources Employee Relations Division regarding MOUs with the affected City classifications, with the Office of Contract Administration regarding the feasibility and estimated price levels to procure needed services, and the Controller's Budget Office to review the fiscal impact and requirements for securing the Controller's "Prop J" certification.

Departments must complete the required reporting materials for the Controller to review (see Prop J Contracting: Reporting Requirements).

Departments should consult new contracting out proposals with the Mayor's Budget Office and may contact the Controller's Budget Office analyst to help them navigate the "Prop J" process.

530000 Rents and Leases-Building and Structures

Departments with leased facilities or required to make lease payments should budget in account 530000.

540000 Materials and Supplies

Budget equipment valued at \$10,000 or less (unit cost) and with a useful life of less than three years as Materials and Supplies rather than Equipment. The individual components of this account are shown in the Chart of Accounts.

Departments may budget for the purchase of desktop computers and other computer equipment with a unit cost of less than \$10,000 under Materials and Supplies. However, when a department is buying desktop computers as part of a larger purchase of an information services system that includes network equipment and other components, the total purchase including the related desktop computers should be requested under equipment.

540010 Materials & Supplies – One-Time Budget Items

Equipment purchased on a one-time basis, with a unit cost of \$10,000 or less and a useful life of less than three

years should be budgeted in 540010. Contact the Controller's Budget Office with any questions on which account to use.

570000 Debt Service

The Controller's Office, including the Office of Public Finance, and the Mayor's Budget Office work together to estimate debt services costs; departments should not make entries in these debt service accounts. When the entries are ultimately made, they will show the amount of interest and redemption for each issue of:

1. General Obligation Bonds
2. Revenue Bonds
3. Bonds assumed from the State of California

Please contact the Mayor's Budget Office or the Controller's Budget Office for any information and questions regarding Debt Service.

EQUIPMENT PURCHASE AND EQUIPMENT LEASE-PURCHASE

General Information

Equipment with a unit cost of \$10,000 or more, including all taxes and fees, and a useful life of three years or more must be itemized in the budget. Funds for such equipment purchases with a value of over \$20,000 and a useful life of three years or more shall be procured from appropriations specifically for equipment or lease-purchased equipment, including equipment from capital projects. Departments may acquire additional or replacement equipment with approval from the Mayor's Office and the and the Controller. Following approval, departments shall demonstrate available budget to the Office of Contract Administration (OCA). Budget all items with a unit cost of less than \$10,000 in materials and supplies.

Equipment amounts are treated as one-time, therefore will not be rolled over from the BY budget to the BY+1 base budget, (amounts adopted in the second year of the prior year's two-year budget will remain, but they will not roll forward). Note that the Controller's Budget Office will continue to enter lease payment amounts for all ongoing obligations under the CCSF Finance Corporation. Additionally, when equipment is replaced, it should be surrendered to the General Services Agency and withdrawn from service, with the proceeds from sales deposited to the related fund's revenue account.

Equipment Numbers

Each equipment item must be detailed as part of the budget request. In the budget system, a minimum eight-character equipment number is used to distinguish each equipment item. The first three characters are the department group code. The next two characters indicate the SECOND half of the fiscal year (i.e., "27" for FY 2026-27), and the last two positions are sequencing numbers. A separate field indicates whether the item is new "N" or replacement "R" equipment. **For equipment funded in operating budgets, equipment numbers will be finalized following allocation of citywide equipment during Mayor stage. BFM autogenerates several equipment numbers for each department. Reusing equipment numbers from the previously approved budget cycle leads to mismatches. Zero out previously approved equipment and use a new equipment number.**

Account Codes

560000 Equipment Purchase

The City's accounting policy defines equipment as those items having a unit cost of over \$10,000 and a useful life

of three years or more. Equipment includes moveable personal property of a relatively permanent nature and of significant value such as furniture, machines, tools, and vehicles.

561000 New Lease Purchases (Third-Party and Vendor)

Budget new third party/vendor lease purchase requests in account 561000 and provide a request to the Mayor's Budget Office. Include a description and justification for the equipment, unit cost, count, total cost, length of time you would like to lease purchase the equipment (lease term), and an estimate of the annual lease payment. The lease term may not be more than the useful life of the equipment. The useful life is the manufacturer's estimate of the usefulness of the equipment before it becomes obsolete or not cost-effective to service, not a department's assumption of useful life.

562000 Existing Lease Purchases (Third-Party and Vendor)

Include an amount for existing third-party lease payments in account 562000. Provide justification for these budget amounts in the Program Expenditure Report (Mayor's Budget Instructions Form 3A). Provide the amount of the budget year lease payment, the name of the lessor or financing organization, and the number of payments remaining (including the budget year payment) until the City owns the equipment. Failure to provide this information will result in the budget figure being zeroed out of the target budget.

563990 New Lease Purchases (CCSF Finance Corporation)

The CCSF Finance Corporation is the City's non-profit corporation set up to lease purchase equipment and is managed by the Controller's Office of Public Finance. Submit all requests for new lease finance purchases through the CCSF Finance Corporation to the Mayor's Budget Office using the Equipment Request Form of the budget submission package.

564990 Existing Lease Purchases (CCSF Finance Corporation)

Amounts to be budgeted for existing lease-purchase obligations through the Finance Corporation, this will be entered into the budget system by the Controller's Budget Office.

Capital Projects and Facilities Maintenance

All capital requests including capital requests that are reviewed and approved by CPC must be entered in BFM's capital module. Please follow the user guides for using the capital module in BFM to enter capital requests:

- **For entering general fund supported (GFS) capital requests that are funded by CPC and for entering non-general fund supported (NGFS) capital requests that are reviewed by CPC:** See online SF End User Training – Capital Projects.
- **For entering non-general fund supported (NGFS) capital requests that are not reviewed by CPC and that are self-funded by departments:** See online SF End User Training – 7300 Capital – Non-CPC.

INTERDEPARTMENTAL SERVICES

(Formerly known as Work Orders)

Instructions

Interdepartmental Services (IDS) are used by a department to budget for the services of another department. If BFM defaults to the amount in the budget based on the requesting department, aka the department that is buying services from another department via a 581xx in their budget. It is critical that departments reach agreement on the services requested and balance the amount in both requesting and performing department budgets.

There are two types of interdepartmental services – voluntary/discretionary agreements between departments and required interdepartmental services. Required services are outlined below and should not be changed during the department stage of the budget process, as they will be centrally loaded by the Mayor's Budget Office and/or the Controller's Office. A department may not apply IDS funds to itself. Providing (Performing) departments (departments that are doing the work) must be able to produce documentation upon request outlining the agreement with the requesting department (the department for whom the work is being done).

IDS budget requests must be discussed and agreed to by both requesting and performing departments. Departments should retain documentation of IDS agreements, such as an MOU signed by both departments, in the event that issues arise during the budget process or budget year.

All departments budgeting for IDS must consult with the performing department to ensure the costs of such services are estimated accurately. The Controller's Budget Office adjust salaries for job class rates and cost of living adjustments for all budgeted positions. **Performing departments that anticipate an increase in the labor cost or other costs of services must include these anticipated cost increases in the Department Budget Request submission.**

Performing departments must submit a schedule of the funds expected from requesting departments and ensure that the IDS costs are fully covered by such funds. The requesting departments drive the spending authority for IDS departments. Performing departments must ensure that the total cost of services to be performed for other departments, including the negotiated MOU adjustments, is supported by budgeted requests. **It is critical that all interdepartmental services are balanced, where the revenue from the department buying the services from the performing department matches the costs for those services in the performing department's budget.** If submitted budgets do not include balanced IDS, the Controller's Budget Office will balance based on the requesting department's IDS.

To assist performing departments in balancing their expenditure budgets with supporting request levels, departments will be able to use the budget system to run reports. Report "Department – IDS Form Balancing Report", in BFM under Links > BFM Reporting > 3 Department Reports > 3.2 Balancing , includes several tabs that show Requesting and Providing departments with corresponding Department Pair and WO Reference ID. Requests have WO (work order) Reference ID's. Providing (Performing) departments should work with requesting departments to determine how the IDS billing process will be handled. Contact the Controller's Budget Office with any questions about the IDS balancing process. For instructions on running reports from the budget system, see the system user guide.

The screenshot shows the 'SF BUDGET' application interface. At the top, it says 'Welcome: BAD | Applications | Preferences | Help menu'. Below this is a navigation bar with 'Home' and 'Documents'. A menu bar includes 'View', 'New', 'Organize', 'Send', 'More Actions', and 'Details'. On the left, a 'My Documents' sidebar shows a folder tree: 'Public Folders' > '2 Budget Office' > '3 Department Reports' > '3.1 eTurn & Audit Trail' > '3.2 Balancing' (highlighted) > '3.3 Budget Submission' > '3.4 Capital' > '3.5 Other'. The main area displays a table of documents:

Title	Type	Last Run
15.20.007 Grant Detail Balancing Subfund Index	Web Intelligence	
Department - IDS Form Balancing Report	Web Intelligence	
Subfund Balancing - Chart of Account Query	Web Intelligence	

Account Codes

The following is a subset of IDS account codes with select general descriptions. Please refer to the **New Instructions & Key Reminders** section of these instructions for specific instructions regarding citywide interdepartmental services and other citywide budget entry accounts. Overall, 581xx is the account for Services of other departments, the costs in the “buying” (Requesting) departments. See the Chart of Accounts for a complete list of account codes to use. Revenues to recover these funds are in the “performing” (Providing) departments, 486xx.

The following select interdepartmental services accounts are shown below. Note that accounts with “**R**” indicate that they are centrally loaded, and that the Mayor’s Office will adjust these during the Mayor’s stage of the budget – **departments should not make any adjustments to these “R” accounts.**

Centrally Loaded Interdepartmental Services

ADM

581083 ADM Real Estate 49SVN Rent, R

Covers the rent for occupied space in 49 SVN. Rent covers the cost to maintain and operate the building.

581084 ADM Permit Center, R

Covers the operating costs for the Permit Center at 49 SVN.

581820 Is-Purch-Reproduction, R

Covers reproduction services. ADM will work with departments and the Mayor’s Budget Office to determine the IDS amounts for these services.

581065 ADM-Real Estate Special Svcs, R

581170 GF-Risk Management Svcs (AAO), R

581410 GF-GSA-Facilities Mgmt Svcs, R

581500 ADM Contract Monitoring, R

581650 Leases Paid to Real Estate, R

581710 Is-Purch-Centr Shop-AutoMaint, R

581740 Is-Purch-Centr Shop-FuelStock, R

581750 GF-Purch-General Office, R

581860 GF-Real Estate Service, R

581890 GF-Rent Paid to Real Estate, R

581920 GF-HRc Surety Bond, R

CON

581130 GF-Controller Internal Audits, R

Services provided by the Controller's City Services Auditor Division (CSA). The City Charter, Appendix F, section F1.113 allocates 0.2% of the City's overall budget, appointed by fund and excluding bond related debt, to CSA. Departments will be charged directly for CSA staff time, professional services, and associated project costs based on an hourly rate for CSA staff time and direct expenditures for all other costs. Department projects will be budgeted in each department's IDS and billed on a quarterly basis.

581245 GF-CON-Information System Ops, R

Operating costs incurred by the Controller's Office Systems Division. The Systems Division provides services to departments by operating and maintaining the City's Financials and Procurement System, People & Pay System, Reports & Analytics System, and SF Open Book. The Mayor's Budget Office and the Controller's Office will determine the IDS amounts required of each department to sustain the level of service required.

DHR

581460 Workers' Compensation, R

Includes the cost of administering Worker's Compensation for departments.

581480 HR- Employee Relations, R

Includes the cost of citywide employee relations.

581430 GF-HR-Equal Employment Opportunity, R

Includes the cost of administering the Equal Employment Opportunity program.

581015 Human Resources Modernization, R

Includes the cost related to the Applicant Tracking System and City's HR Modernization work.

581016 Diversity Equity Inclusion, R

Includes the cost of administering DHR's citywide DEI initiatives.

581470 GF-HR-EMPLOYMENTSERVICES, R

Includes the cost of administering employment services program.

DTIS

581210 DT Technology Infrastructure, R

IT enterprise services provided by Department of Technology (DT), such as maintaining the City's data networks, internet access, 800 MHz emergency radio system, and enterprise application support. DT works with departments, the Mayor's Budget Office, and the Controller's Budget Office to determine the interdepartmental services amounts required of each department to sustain basic levels of service. Additional Department-specific technology projects requiring DT support are budgeted separately using account 581140.

581280 DT SFGovTV Services, R

Covers costs for services provided by SFGTV to client departments, which include video production, meeting coverage, and video streaming services. For more information, contact Jack Chin at Jack.Chin@sfgov.org.

581325 DT Enterprise Tech Contracts, R

Citywide technology enterprise contracts administered by DT, currently including: 0365 (email and office products), VMWare, Commvault, ESRI (Environment Systems Research Institute for GIS) and Adobe (Acrobat & Creative Cloud). For more information, contact Elaine Benvenuti at Elaine.Benvenuti@sfgov.org.

581360 DT Telecommunications Services, R

Telecommunications system monthly charges, maintenance, and support, including landlines, cellular phone service, satellite phone service, circuits, pagers, PBX maintenance, and Voice over Internet Protocol (VoIP)/unified communications systems. DT provides each department with their budget recommendation based on analysis of usage activity and future plans provided by Departments. For more information, contact Elaine Benvenuti at Elaine.Benvenuti@sfgov.org.

PUC

581051/581064/581063 Water/Power/Sewer Service Charges, R

For FY 2027 (BY), the Controller's Budget Office will roll over budget amounts for 581051 (water), 581064 (power), and 581063 (sewer) from the adopted Board amounts from the prior year's FY 2027 (BY+1) into the FY 2027 base. These are citywide IDS and will be loaded in Mayor stage.

Non-Centrally Loaded Interdepartmental Services

DHR

581440 GF-HRD-SPECIALPROJECTS WO

Includes the cost of a dedicated HR Consultant and/or special HR project work.

581450 GF -HR-Mgmt Training

Records training offered through the Department of Human Resources.

581491 GF-HR-EE Medical Testing

The work order covers direct payments to vendor, on behalf of the requesting department, for services provided in contract and program management costs.

581560 GF-HR-Tuition Reimbursement Work Order

Human Resources recovery for tuition reimbursement is budgeted in 581560.

581600 GF-HR-Tuition Reimbursement Aap

Human Resources recovery for tuition reimbursement (Aap) is budgeted in 581600.

581870 GF-HR-SF Fellows Program

Includes the cost of administrating the SF Fellows Program

DTIS

581140 DT Technology Projects

DT Department-specific projects and services not included in the base network infrastructure support covered by the Department's infrastructure allocation in account 581210. This includes facility wiring projects and special technology installations, or purchases managed by DT. These requests are usually funded from Departmental project or facility maintenance budgets. For more information, contact Elaine Benvenuti at

Elaine.Benvenuti@sfgov.org.

486xxx Recoveries

IDS recoveries are budgeted as positive value revenue accounts starting with 486. Providing (Performing) Departments must budget the total expected recovery from all requesting departments in the appropriate 486xxx account code. For example, use 486020 for recoveries from the Airport. Recoveries should offset the performing budget. Refer to the Chart of Accounts for a complete list of 486xxx account codes. If you need IDS accounts, please contact your Fund Accountant in the Controller's Office to determine if a new IDS is appropriate.

Accounts 486990 and 487990 should not be used, except with very limited exceptions and approval from the Mayor's Budget Office and the Controller's Budget Office. If these are used, please discuss the exception with the Controller's Budget Office, and identify and explain these in the IDS form included in the Mayor's Budget Instructions.

PROP J CONTRACTING: REPORTING REQUIREMENTS

Under the provisions of the City Charter Section 10.104, employees of the City and County are appointed through competitive civil service selection with exceptions being listed in nineteen specific categories. Subsection 15 of this provision, known as "Prop J" contracting, authorizes outside contracting of existing services, when a service can be performed by private contract at a cost lower than the same service performed by civil servants. Requests must be submitted to the Controller's Office and approved by the Board of Supervisors.

In 2004, the Administrative Code (Section 2.17, added by Ordinance 105-04, File No. 040594, June 2004) was amended to require subject departments to submit contracting out information as part of their annual departmental budget submission package. The Controller's determination would then be submitted to the Board of Supervisors no later than June 1 of each year and the Board of Supervisor review and approval will occur along with the adoption of the Annual Appropriation Ordinance.

Prop J requests must be entered into the Prop J form in BFM and submitted to the Controller's Office along with the Department's Budget submission package. In an "open" budget year, Fixed Budget departments should submit both BY and BY+1 Prop Js to the Board. In a "closed" budget year, Fixed Budget departments should submit Prop Js only if there has been changes since the prior Board approved submission that are not related to City salary COLAs. All non-fixed budget departments should submit updated and new BY Prop Js with February department budget submissions. Prop J contracting authorizes outside contracting of existing services, when a service can be performed by private contract at a cost lower than the same service performed by civil servants. Requests must be submitted to the Controller's Office and approved by the Board of Supervisors.

Prop J Procedures

Prop J requests require the submission of a Prop J Form, and documentation addressing the following subjects:

- The department's basis for proposing the Prop J certification;
- Changes in the contracted work since last year, including but not limited to the type of work, the amount of service, and costs, and changes in the assumptions since last year regarding the comparable level and type of service required if the City provided the work.
- The impact, if any, the contract will have on the provision of services covered by the contract, including a comparison of specific levels of service, in measurable units where applicable, between the current level of service and those proposed under the contract.
- For contract renewals, a comparison shall be provided between the level of service in the most recent year the service was provided by City employees and the most recent year the service was

- provided by the contractor.
- The department's proposed or, for contract renewals, current oversight and reporting requirements for the services covered by the contract.
- The components of labor costs. For example, some contractors have a "fully loaded" rate that may include salary, benefits, shift differentials and other costs. Please identify each of the components of labor costs with your submission so that comparable City costs can be evaluated.
- The contractor's proposed or, for contract renewals, current wages and benefits for employees covered under the contract, and the contractor's current labor agreements for employees providing the services covered by the contract
- The department's proposed or, for contract renewals, current procedures for ensuring the contractor's ongoing compliance with all applicable contracting requirements, including Administrative Code Chapter 12P (the Minimum Compensation Ordinance), Chapter 12Q (the Health Care Accountability Ordinance); and Section 12B.1(b) (the Equal Benefits Ordinance);
- The department's plan for City employees displaced by the contract; and,
- A discussion, including timelines and cost estimates, of under what conditions the service could be provided in the future using City employees. (Added by Ord. 105-04, File No. 040594, App. 6/10/2004)

Form Prop J: Contracting Out

Please enter and/or update each Prop J request, new and previously approved, in the budget system BFM form 3700. After completion, departments may download a report for each Prop J and submit it to the Controller's Budget Office along with the department's budget submission in February. Please refer to the BFM user guide on Prop J for information on making entries.

Additionally, Departments must provide supporting documentation for each submitted Prop J, including electronic versions of any spreadsheets used to calculate the city and/or contract cost. Submitting the form alone is not sufficient for obtaining certification from the Controller's Office.

Prop J – Form 3700 To be completed by departments via BFM Prop J 3700 form:

- 1) Header:
 - 1) Contract Title, Department Contact
 - 2) Description of the services to be contracted out, and other questions.
- 2) Projected Personnel (Salary and Fringe Benefits) Costs:
 - 1) Job Class Title
 - 2) Class - Job Class
 - 3) Number of Full-Time Equivalent Positions (calculated based on employee count and standard hours). BFM system will calculate bottom and top step*
 - 4) Holiday Pay, Night/Shift Differential, Overtime Pay, and/or Other Pay (if applicable).
- 3) Estimated Capital and Operating Costs- all non-personnel related costs that would be included in the contract
- 4) Comments/Assumptions- Any assumptions or comments necessary to understand the submission. Examples include how long the service has been contracted out, what year the contract is in, where the estimated contract cost came from, etc.

Contract Cost Detail:

- a. Estimated Contract Cost
- b. Contract Monitoring Costs (enter in Position if it is an employee)
- c. Contract Cost Calculation**

d. Additional Contract Cost Detail

- 1) List all assumptions made in calculating contract cost.
- 2) What is the source of the data used to calculate the contract cost?
- 3) What year is the data from?
- 4) If contract cost is based on RFP, was the RFP for comparable services? Was the RFP for San Francisco?

Summary Tab:

1. Departmental Contact Information
2. Contract Cost Contact Information, if different from Department contact

** Departments must provide detailed information about how the contract cost was calculated, including job classifications, number of positions in each classification, salaries or hourly wages, number of work hours for each position covered by the contract, etc. Non-personnel costs such as management fees, profit, operating costs, equipment, training, and other related costs should be broken out separately.

REFERENCE GUIDE FOR REVENUE BUDGETING

1.

Property Taxes	(Account Lvl 5 Name 4100, Account codes 410110-410999)
Business Taxes	(Account Lvl 5 Name 4110, Account codes 411110-411310)
Other Local Taxes	(Account Lvl 5 Name 4120, Account codes 412110-412999)
Franchises	(Account Lvl 5 Name 4200, Account codes 420630-420640)

Property taxes, business taxes, other local taxes, and franchises are citywide revenue sources budgeted by the Controller's Office. Departments, commissions, or agencies that receive a direct allocation of any of these taxes (e.g., property tax or hotel tax) will be informed by the Controller's Office of the amount budgeted for the department, commission, or agency in BY and BY+1.

2. **Licenses and Permits** (Account Lvl 5 Name 4200, Account codes 420110-420620; 420710-420931)

Charges for Services (Account Lvl 5 Name 4600, Account codes 460101-473301)

Licenses, permit fees, and charges for services are budgeted by the department issuing the licenses or permits or providing the services. In estimating revenue from these sources for BY and BY+1, departments should review trends of the past two years, consider year-to-date receipts as well as current economic information. Departments must also keep in mind that the revenue from these sources may not exceed the cost of providing the service. If in doubt, departments are encouraged to complete Form 2C Fee Cost Recovery Form to determine how much of the cost of the service is being recovered by the fee or charge.

Note: New or modified licenses, permits, or service charges require the submission of Form 2B.

3. **Fines, Forfeitures, and Penalties** (Account Lvl 5 Name 4250, Account codes 425110-425990)

Rents and Concessions (Account Lvl 5 Name 4350, Account codes 435110-439909)

Revenues from fines, forfeitures, penalties, rents, and concessions are budgeted by the department receiving the

funds. In estimating revenue for BY and BY+1, departments should review trends of the past two years, considering year-to-date receipts as well as current economic information.

4. **Interest and Investment Income (Account Lvl 5 Name 4300, Account codes 430110-430490)**

Interest and investment income is based on projected cash balances and interest rates. General interest assumptions are available from the Controller's Office for departments with non-General Fund operations that budget interest and investment income. With the exception of the Treasurer Tax Collector, departments should not budget interest earnings in the General Fund. **If you are budgeting interest in another fund, please discuss it with the Controller's Budget and Analysis Division.**

5. **Intergovernmental Revenues**

Federal	(Account Lvl 5 Name 4400, Account codes 411401-444999)
State	(Account Lvl 5 Name 4450, Account codes 411601-448999)
Other	(Account Lvl 5 Name 4490, Account codes 411801-449999)

Intergovernmental revenues (e.g. grants, realignment funds, subventions) from Federal, State, or other governmental agencies are budgeted by the department receiving the funds. In estimating revenue, departments should review prior year trends, but place particular emphasis on current economic information affecting the agencies and/or programs providing the revenue.

Note: In estimating BY and BY+1 grant revenue, departments should refer to the "Grants" section below.

6. **Other Revenues (Account Lvl 5 Name 4750, Account codes 475111-479999)**

Departments, commissions, or agencies that budget other revenues should include them in Form 2A to convey to the Mayor's Budget Office and Controller's Budget Office the basis of the BY and BY+1 revenue estimates.

7. Other Financing Sources	(Account Lvl 5 Name 4800, Account codes 480111-484903)
Transfers In	(Account Lvl 5 Names 4910-4950, and corresponding account codes)
Unappropriated Fund Balance	(Account Lvl 5 Name 4999, Account codes 499998-499999)

These sources of funds are budgeted by the Mayor's Budget Office after review by the Controller's Budget Office and the department, commission or agency using these sources to fund its budget.

Note: Incoming revenue to departments that perform work paid for by other departments via work order Interdepartmental Services (IDS) should be budgeted by departments for all non-centrally loaded IDS items. These recovery revenues in the department that is performing the work should be equal to the costs in 581XXX accounts in the departments purchasing the work from the performing departments.

Expenditure Recovery (Interdepartmental Services)	(Account Lvl 5 Name 4860, Account codes 486010-487990)
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REPORTS

The following comprises a list of commonly used reports under the Reporting and Analytics section of the Employee Gateway, can now be found in BFM under Links > BFM Reporting > 3 Department Reports starting with the FY 2026-27 and FY 2027-28 process. These reports are only a subset of those available through BFM Links, which also contain flexible reporting tools for assisting with departmental budget preparation.

15.10.001 Chart of Account Query – this report represents the departmental budget as of the day it is generated, typically representing all budget changes as of the night before.

15.10.003 Equipment Query – commonly referred to as the “equipment eTurn”, this report represents the units and expenditure amount of all equipment contained in the departmental budget the day it is generated, typically representing all equipment changes as of the night before.

15.10.006 Positions and Calc'd Benefits Detail – commonly referred to as the “position and calc'd benefits eTurn”, this report represents the FTE's, salary amount, and benefit amount of all positions contained with the department budget the day it is generated, typically representing all position and benefit changes as of the night before.

15.15.002 Benefit Rates – provides the BY and BY+1 benefit rates for fringe benefits such as social security, retirement, health, and dental rates.

15.15.014 Job Class Rates and COLA – provides the BY and BY+1 job class and cost of living adjustment rates.

15.20.007 Grant Detail Balancing – commonly referred to as the “grant balancing report” this report is used by departments to assist with ensuring all grants are balanced by the end of the Department stage.

Department – IDS Form Balancing Report – Requesting and Performing – commonly referred to as the “IDS balancing report” this report is used by departments to assist with ensuring all interdepartmental services are balanced by the end of the Department stage.

Subfund Balancing – Chart of Account Query – commonly referred to as “Subfund Balancing” report. This report allows departments to identify net imbalance by funds where sources and uses are misaligned.

15.30.004(a) Position/ Fringe Snapshot Comparison – commonly referred to as the “position audit trail.” This report is generated daily to compare position changes in the budget between two snapshot points in time, allowing users to view position changes over a range of days. This is commonly used to validate position entries to be sure they were entered as intended.

15.30.004(c) Position/ Fringe Current Comparison by Stage – compares snapshot, such as the morning snapshot to current, reflecting position changes made in real time after position refreshes that occur at 15 minute intervals.

15.30.005(a) Snapshot Comparison – commonly referred to as “Chart of Accounts audit trail” or “nonposition audit trail,” this report allows departments to compare budget changes over a range of days. Typically, this report is generated daily to compare today's budget values to yesterday's values and will reflect any changes at the account level. This is commonly used to validate entries to be sure they were entered as intended.

15.30.005(c) Snapshot to Current Comparison by Stage – compares snapshot, such as the morning snapshot to changes made up to the minute for non-positions and position entries will appear after position refreshes that occur at 15-minute intervals.

15.60.012 Department Appropriations (2 year) – produces the Department page as shown in the Annual Appropriation Ordinance. Included are the department's budget summarized by Fund, Division, and Account, Sources of Funds, and Uses of Funds.

GFS Target & Non-GFS Balance Report – Formerly (15.40.001) provides GFS targets in two tabs, "GFS Summary" and "GFS Details". And a third tab of "NGFS-Self Supporting" to indicate balance of NGFS funds.

Budget Submission Report – produces the Department's budget submission package to the Mayor's Budget Office and Controller's Office. The Budget Submission Report includes: 1A Summary of Major Changes, 1B Department Budget Summary, 2A Revenue Report, 3A Expenditure Change, 3B Position Changes, 4A Equipment Request, 4B Fleet Request, etc.

Prop J Report – produces the Department's Proposition J submission report to the Controller's Budget Office. The Prop J report includes the responses to questions regarding the requested Prop J, system-generated summary of the cost analysis, contract cost, and city cost.

COIT Dept Request and Submission – produces the Department's COIT request submission to the Committee on Information Technology and Mayor's Budget Office. The report includes the responses to questions regarding the requested technology project and department-provided funding request details.

PCF Calculator – Special Class – commonly referred to as the "special class calculator" report. The special class calculator helps determine the estimated salary override amount to enter to achieve the targeted salary and benefit total amount.

PCF Calculator – Regular Class – commonly referred to as the "regular class calculator" report. The regular class calculator helps determine the BY and BY+1 salary and benefits cost based on start/end pay periods and standard hours. This report will replace FTE Cost Calculator (9900) in next budget cycle when BY=FY2027-28.

Appendices

APPENDIX A: VEHICLE PURCHASES AND VEHICLE RENTALS

The Fleet Management Division of the Office of the City Administrator is authorized by the Mayor and the City's Administrative Code to implement fleet management programs. Fleet Management is a key stakeholder in reviewing and approving requests to purchase both new and replacement vehicles.

Fleet Management Division urges departments to first look for ways to meet expected transportation needs without making a capital investment in new vehicles. Public transit, intra- and inter-departmental vehicle pools (e.g. at Civic Center Garage, 49SVN), existing vehicles within the department with low utilization, short-term rentals from Fleet Management Division are all options to give consideration.

Budget instructions for vehicle purchases are as follows below. Please note: **The Mayor's Budget Office will not approve budget requests for vehicles without Fleet Management Division's recommendation.** Recommendations from Fleet Management Division will take into consideration the asset's age, mileage, lifetime cost of repair relative to initial cost to purchase, and utilization rates.

Please include requests for all vehicle replacements that the department deems necessary, given, for example, the age or condition of the vehicle. Please work closely with your department's Fleet Manager to ensure they provide their subject matter expertise and input. The department does not need to balance its budget around these requests.

Requests for vehicles must be submitted through form 4B in the new budget system, BFM, by the February Department Budget Submission deadline.

Vehicle Purchasing Program: Budget Requests

- Complete Budget Request Form in BFM under Chart of Accounts > Equipment Number (Fleet Form 4B) as well as all tabs and applicable data entry boxes. See examples below.
- Each vehicle request must be submitted separately and have a unique identification number associated with it. Lines that refer to any more than 1 vehicle will not be considered.
- All cells must be filled out completely
- "Justification of Need" is critical and weighs heavily on Fleet Management Division's recommendations to the Mayor's Budget Office. This should be a comprehensive response and not copy and pasted identically across all requests.

The screenshot shows the SF BUDGET system interface. The top navigation bar includes links for Home, Budget Forms, Capital, PCF, Chart of Accounts, Administration, and Links. The 'Chart of Accounts' menu is highlighted, and a dropdown shows 'Equipment Number'. Below this, the 'Equipment Number' form is displayed, featuring a 'Quick Search' field and a 'Show Advanced Filters' button. A green box highlights the 'Search dept group here' text. Below the search field, there are 'Export' and 'Import' buttons. The main table lists equipment items with columns for Item, Name, Description, Last Update, Active, BY0, BY1, Vehicle, and Modify Data. The first two rows are highlighted in yellow.

Item	Name	Description	Last Update	Active	BY0	BY1	Vehicle	Modify Data
AAM24001	Not Used			True	True	False	False	Edit
AAM24002	Not Used			True	True	False	False	Edit

- Prepare vehicle preliminary specifications and quote (a purchase request under a citywide term contract does not require final specifications).
- Submit completed Fleet Form with estimated costs based on vehicle specifications by Department Budget Request submission deadline through BFM.
- Fleet Management will provide recommendations to the Mayor's Budget Office regarding each budget request.
- If the budget request is given approval by the Mayor's Budget Office, the Department must proceed with the City's vehicle procurement procedures, which begins with the submission of a Vehicle Acquisition Request (VAR) form to Fleet Management.

Standard Vehicles Term Contracts:

It is in the best interest of the City to standardize its fleets, and citywide vehicle term contracts are available to accomplish this goal. Departments should refer to term contracts when considering vehicle purchases to minimize processing time, costs, and delivery time. Where operationally viable and economically feasible, departments should specify purchases of vehicles that are similarly equipped and refrain from non-value-added items.

Visit Fleet Management's sharepoint site to reference the documents posted in the link below, and contact OCA's Fleet Team or Central Shops (contacts listed in last few pages of the first document) with any questions regarding estimated unit costs and vehicle purchases procedures.
<https://sfgov1.sharepoint.com/sites/ADM-Fleet-Management/SitePages/Home1.aspx>

Compliance with HACTO Program: The Healthy Air and Clean Transportation Ordinance (HACTO, SF Environment Code, SEC 403-404) aims to assist the City in achieving its air pollution and greenhouse gas reduction goals. The ordinance applies to all general-purpose vehicles owned, leased, or rented by the City.

Fleet Management Division provides recommendations on new and replacement vehicle purchases keeping in mind the following mandates in the ordinance.

- Optimize the size and utilization of the City's general-purpose fleet.
- Use telematics and vehicle assignment systems to promote the optimization of the City's fleet utilization and minimization of environmental harm resulting from the use of the City's fleet.
- Reduce average per-mile greenhouse gas emissions.

- Ensure that the composition of the City's light-duty passenger vehicle fleet is entirely zero emission vehicles (ZEV) by December 31, 2022.

Pursuant to the ordinance, there are certain exemptions associated with the above requirements, including an exemption for emergency vehicles of public safety departments (Police, Sheriff, Fire, Animal Care and Control and Medical Examiner) and buses of SFMTA from compliance with the ZEV mandate.

Vehicle Rentals

Pursuant to a recent Admin Code amendment adopted in December 2020 (Ordinance No. 225-20), departments that look to pursue vehicle rentals longer than 30 days with private rental companies will have to report it to Fleet Management Division at fleet.reporting@sfgov.org at least 5 days prior to doing so. Fleet Management and the Office of the City Administrator are required to provide annual reports to the board on all vehicle rentals and associated costs to the Board of Supervisors for review.

Fleet Rightsizing

If there are any City owned vehicles that are not getting regular utilization, Fleet Management will attempt to coordinate with the department in possession of the under-utilized vehicle so that it may be re-purposed. The vehicle may be transferred over to Fleet Management Division, and subsequently assigned as a short-term rental vehicle to departments that have short-term rental needs, turned-in for auction, or relinquished to another department in order to replace an older vehicle.

APPENDIX B: DELETING AN EXISTING POSITION ENDING MIDYEAR (FORM 3000)

Departments may propose deleting an existing budgeted position when the funding for the position is no longer needed partway through the fiscal year to reflect staffing plans and available resources. This guide provides step-by-step instruction for entering a midyear position deletion in the budget system.

The Expenditures (3000) Form in the budget system is used to capture position change requests.

- 1) Click on Employee Change to select the position the department propose to delete midyear, select **D – Delete** for Action Indicator, and add to form. Once the position is added to the form, click on Edit of positive (F) record.

Form Positions

Page Actions:

Close New Position Employee Changes Refresh

Import Export Actions:

Template for Special Classes Import for Special Classes

Enter search criteria here...

Position Code	Home Orgn	Job Class	Employee Code	Count	FTE	Approval	Salary	Benefits	Total	Action
00102153-1	207950	5265_C	00102153-1-N21698	-1	-80.00	True	\$0.00	\$0.00	\$0.00	Edit
00105743-1	207950	5207_C	00105743-1-N21698	-1	-80.00	True	\$0.00	\$0.00	\$0.00	Edit
00105743-1	207950	5207_C	00105743-1-F21698	1	80.00	False	\$0.00	\$0.00	\$0.00	Edit
00107315-1	207950	5268_C	00107315-1-N21698	-1	-80.00	True	\$0.00	\$0.00	\$0.00	Edit
00107315-1	207950	5268_C	00107315-1-F21698	1	80.00	True	\$0.00	\$0.00	\$0.00	Edit
ABCDEF12345-2	207721	0170_C	Z7467	1	80.00	True	\$352,257.00	\$153,801.00	\$506,058.00	Edit
00107911-1	207950	5174_C	00107911-1-N21698	-1	-80.00	True	\$0.00	\$0.00	\$0.00	Edit
00107911-1	207950	5174_C	00107911-1-F21698	1	80.00	True	\$0.00	\$0.00	\$0.00	Edit

- 2) Click on Manage Funding Date and Allocation Records to make funding end date changes.

Edit Form Position

Close Manage Funding Date and Allocation Records Audit Trail

Position	Employee Code	Last Name	First Name	Home Orgn	Job Class
00107911-1	00107911-1-F21698	SF	SF	207950	5174_C

Employee Code:* 00107911-1-F21698 Save

Employee Salary

Job Class:* 5174_C Administrative Engineer

Action Indicator:* D Delete

Position:* 00107911-1 SF

Bargaining Unit:* 021 021 - LOCAL 21, PROFESSIONAL AND TECH

Active: ☒

- 3) Click on Edit right next to Funding Start Date/ End Date.

Employee Allocations

+ Add New Funding Date

+ Add New Allocation

Copy Funding Date

Copy Allocation

Action Configuration

Action Configuration Detail

Detail Configuration

X Close

	Actions	Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total
	<div> <div></div> <div>Edit</div> <div>Delete</div> </div>	07/01/2026	06/30/2052		NONE	<input checked="" type="checkbox"/>	100.0000%

- 4) Click on Funding End Date magnifying glass to look up pay periods and select a date/period, and Save.

Edit Employee Funding Dates

Funding Start Date:*

Funding End Date:*

Allocation Profile:*

Comments:

Active: ☒

- 5) The Funding End Date is now updated to the selected date. In the example, the position will be deleted and end on 9/25/2026, pay period 7 of Fiscal Year 2027.

Employee Allocations

+ Add New Funding Date

+ Add New Allocation

Copy Funding Date

Copy Allocation

Action Configuration

Action Configuration Detail

Detail Configuration

X Close

Actions			Funding Start Date	Funding End Date	Comments	Allocation Profile	Active	Allocation Total
<div><div></div><div></div><div></div></div>	Edit	Delete	07/01/2026	09/25/2026		NONE	<input checked="" type="checkbox"/>	100.0000%

APPENDIX C: IDS BALANCING RELATED TO CHILDREN'S BASELINE

As part of the City's comprehensive review and improvement of the process for tagging eligible spending to the Children's Baseline, Departments must identify and tag three components of children's baseline eligible spending associated with work orders. These components are:

- Work order request (581xxx)
- Work order recovery (486xxx)
- Spending related to recovery in the performing department

To identify eligible spending, departments can use the IDS Work Order Balancing Report, which now includes an Activity Type column to help match corresponding spending in your department with the eligible work order spending tagged in other departments. Please refer to the following tabs in the report:

- "Changes and Proposals with Title"
- "Centrally Loaded Details with Title"

Steps for Tagging Children's Baseline Eligible Spending

1. Check the Other Department's Tagging

Verify that the other department in the IDS report has not already tagged their side as Children's Baseline Eligible.

2. Tagging When the Other Department Tags Entire IDS Budget

If the other department has tagged their entire IDS budget as Children's Baseline Eligible, tag your entire portion of the IDS budget as Children's Baseline Eligible as well.

3. Tagging When the Other Department Tags a Portion of Their IDS Budget

If the other department has only tagged a portion of their IDS budget as Children's Baseline Eligible, take the following steps:

- i) Create a new Activity ID in the system.
- ii) Tag this new Activity ID as Children's Baseline eligible from Project Costing module in Peoplesoft
- iii) Split your IDS budget into: Children's Baseline Eligible Spending under the new Activity ID and Non-Eligible Spending under the existing Activity ID.

4. Tagging Recovery Budget and Associated Spending

Once you tag your IDS recovery budget as Children's Baseline Eligible, ensure that the recovery spending is also tagged correctly:

- i) Create a new Activity ID tagged as Children's Baseline.
- ii) Alternatively, use the Children's Baseline Allocation Account (Account 579011) to tag the spending associated with the recovery.

By following these steps, you will ensure that your department's spending is properly aligned with the Children's Baseline Eligible guidelines.

Example: Using the Children's Baseline Allocation Account (Account 579011)

Scenario: Dept A has an IDS (Inter-Departmental Service) agreement for \$1,000,000 with Dept B. Dept B has determined that \$200,000 of this IDS is eligible for the Children's Baseline and has moved that portion to a new Activity ID tagged as "Children's Baseline."

Steps for Dept A:

1. Create a New Activity ID

Dept A needs to create a new Activity ID and tag it as 0008/Children's Baseline to track the baseline allocation.

2. Split the Recovery Amount

Dept A must allocate the \$1,000,000 recovery between two Activity IDs:

- \$800,000 for non-children's baseline (under the original Activity ID).
- \$200,000 for children's baseline (under the new Activity ID).

3. Allocate Spending

Dept A must allocate spending in relation to the recovery. This can be done in one of two ways:

- Use the new Account ID 579011 for the children's baseline eligible spending.
- Or, split the spending between the two Activity IDs: one for children's baseline eligible expenses and another for non-eligible expenses.

[Original - \$1,000,000 spending related to recovery]

Dept ID	Fund	Fund Title	Project	Activity	Activity Title	Activity Type ID	Activity Type	Account Lvl 5 Title	Amount
Dept A	10000	GF Annual Account Ctrl	Project A	0001	General Operations			5010Salary	500,000
Dept A	10000	GF Annual Account Ctrl	Project A	0001	General Operations			5130Fringe	200,000
Dept A	10000	GF Annual Account Ctrl	Project A	0001	General Operations			5210NPSvcs	300,000
								TOTAL	\$ 1,000,000

[OPTION 1] - \$1,000,000 spending related to recovery, of which \$200K is children's baseline related

Dept ID	Fund	Fund Title	Project	Activity	Activity Title	Activity Type ID	Activity Type	Account Lvl 5 Title	Amount
Dept A	10000	GF Annual Account Ctrl	Project A	0001	General Operations			5010Salary	500,000
Dept A	10000	GF Annual Account Ctrl	Project A	0001	General Operations			5130Fringe	200,000
Dept A	10000	GF Annual Account Ctrl	Project A	0001	General Operations			5210NPSvcs	300,000
Dept A	10000	GF Annual Account Ctrl	Project A	0001	General Operations			579011 *	(200,000)
Dept A	10000	GF Annual Account Ctrl	Project A	0002	General Ops - Childrn BL	0008	Children's Baseline	579011 *	200,000
								TOTAL	\$ 1,000,000
								Children's Baseline Amount	\$ 200,000
								NON Children's Baseline Amount	\$ 800,000

[OPTION 2] - \$1,000,000 spending related to recovery, of which \$200K is children's baseline related

Dept ID	Fund	Fund Title	Project	Activity	Activity Title	Activity Type ID	Activity Type	Account Lvl 5 Title	Amount
Dept A	10000	GF Annual Account Ctrl	Project A	0001	General Operations			5010Salary	400,000
Dept A	10000	GF Annual Account Ctrl	Project A	0002	General Ops - Childrn BL	0008	Children's Baseline	5010Salary	100,000
Dept A	10000	GF Annual Account Ctrl	Project A	0001	General Operations			5130Fringe	160,000
Dept A	10000	GF Annual Account Ctrl	Project A	0002	General Ops - Childrn BL	0008	Children's Baseline	5130Fringe	40,000
Dept A	10000	GF Annual Account Ctrl	Project A	0001	General Operations			5210NPSvcs	240,000
Dept A	10000	GF Annual Account Ctrl	Project A	0002	General Ops - Childrn BL	0008	Children's Baseline	5210NPSvcs	60,000
								TOTAL	\$ 1,000,000
						Children's Baseline Amount			\$ 200,000
						NON Children's Baseline Amount			\$ 800,000

Comparison: Methods for Allocation

	PROs	CONs
Split Using Account ID 579011	<ul style="list-style-type: none"> • Adjustments can be made with a single entry. • The split does not interfere with actual spending (e.g., purchase orders, labor charges). • Simplifies the allocation process at a high level. 	<ul style="list-style-type: none"> • Requires adjustments each time labor rates change. • Adjustments are needed when there are changes to the Cost of Doing Business (CODB).
Split Each Spending Individually	<ul style="list-style-type: none"> • Transparent allocation, with a clear distinction between children's baseline and non-baseline eligible expenses. • Automatically updates allocations when labor rates or CODB adjustments are made. 	<ul style="list-style-type: none"> • Initial setup involves more administrative work. • Manual changes are required for non-labor items (e.g., travel, materials).

APPENDIX D: SAMPLE BUDGET CERTIFICATION LETTER

{Date}

Sophia Kittler, Mayor's Budget Director
City and County of San Francisco City Hall, Room 288

Angela Calvillo, Clerk of the Board, Board of Supervisors
City and County of San Francisco City Hall, Room 244

Greg Wagner, Controller
City and County of San Francisco City Hall, Room 316

RE: Adopted Budget for FY 2026-27 & FY 2027-28

Dear Colleagues:

I hereby certify, in conformance with San Francisco Charter Section 9.115 and San Francisco Administrative Code Section 3.14, that the funding provided in the budget for FY 2026-27 and FY 2027-28 as adopted by the Board of Supervisors is adequate for my department to meet service levels as proposed to the Board.

I anticipate that I shall make no requests for supplemental appropriations barring unforeseen circumstances.

Sincerely,

{Department Head}

{Title}

cc: Sophia Kittler, Mayor's Budget Director
cc: Michelle Allersma, Controller's Office, Budget and Analysis Division Director

APPENDIX E: MAYOR'S, CONTROLLER'S BUDGET & ANALYSIS, AND CONTROLLER'S ACCOUNTING OPERATIONS CONTACTS

Code	Department Name	Mayor's Budget Office	Controller's Budget & Analysis	Controller's Accounting Operations
AAM	Asian Art Museum	Luisa Coy	Marie Warchol	Lilly Ting
ADM	General Services Agency - Administrative Services	Tiffany Young	Calvin Quock	Maricar Gratuito
ADP	Adult Probation	Tabitha Romero	Kenyetta Hinton	Lily Li
AHR	Agency for Human Rights	Eliza Pugh	Sally Ma	Lilly Ting
AIR	Airport	Matthew Puckett	Calvin Quock	Melson Mangrobang
ART	Arts Commission	Luisa Coy	Marie Warchol	Lilly Ting
ASR	Assessor/Recorder	Luisa Coy	Michael Mitton	Maricar Gratuito
BOS	Board of Supervisors	Joshua Cardenas	Yan Cao	Lilly Ting
CAT	City Attorney	Daniel Cawley	Sally Ma	Maricar Gratuito
CHF	Children, Youth & Their Families	Joshua Cardenas	Yan Cao	Lily Li
CON	Controller	Matthew Puckett	Calvin Quock	Melson Mangrobang
CPC	City Planning	Jack English	Greyson Spencer	Maricar Gratuito
CRT	Superior Court	Eliza Pugh	Marie Warchol	Lily Li
CSC	Civil Service Commission	Daniel Cawley	Michael Mitton	Lilly Ting
CSS	Child Support Services	Joshua Cardenas	Calvin Quock	Lilly Ting
DAT	District Attorney	Tabitha Romero	Kenyetta Hinton	Lily Li
DBI	Department of Building Inspection	Jack English	Greyson Spencer	Maricar Gratuito
DEC	Department of Early Childhood	Joshua Cardenas	Greyson Spencer	Lilly Ting
DPA	Department of Police Accountability	Tabitha Romero	Sally Ma	Lily Li
DPH	Department of Public Health	Santiago Silva	Sally Ma	Josephine Liu
DPW	Public Works	Daniel Cawley	Sally Ma	Melson Mangrobang
HSA	Human Services Agency	Eliza Pugh	Calvin Quock	Sally Chan
DEM	Emergency Communications	Matthew Puckett	Kenyetta Hinton	Lily Li
ECN	Economic & Workforce Development	Luisa Coy	Kenyetta Hinton	Maricar Gratuito
ENV	Environment	Joshua Cardenas	Marie Warchol	Maricar Gratuito
ETH	Ethics Commission	Eliza Pugh	Marie Warchol	Maricar Gratuito
FAM	Fine Arts Museum	Luisa Coy	Marie Warchol	Lilly Ting
FIR	Fire Department	Matthew Puckett	Calvin Quock	Lily Li
GEN	General City Responsibility	Daniel Cawley	Devin Macaulay	Melson Mangrobang
HRD	Human Resources	Daniel Cawley	Michael Mitton	Maricar Gratuito
HOM	Dept. of Homelessness and Supportive Housing	Santiago Silva	Kenyetta Hinton	Sally Chan
HSS	Health Service System	Jack English	Kenyetta Hinton	Josephine Liu
JUV	Juvenile Probation	Tabitha Romero	Sally Ma	Lily Li

Code	Department Name	Mayor's Budget Office	Controller's Budget & Analysis	Controller's Accounting Operations
LIB	Public Library	Eliza Pugh	Yan Cao	Lilly Ting
LLB	Law Library	Eliza Pugh	Yan Cao	Lilly Ting
MTA	Municipal Transportation Agency	Jack English	Sally Ma	Melson Mangrobang
MYR	Mayor	Santiago Silva	Greyson Spencer	Maricar Gratuito
BOA	Board of Appeals	Joshua Cardenas	Greyson Spencer	Maricar Gratuito
PDR	Public Defender	Tabitha Romero	Sally Ma	Lily Li
POL	Police Department	Tabitha Romero	Kenyetta Hinton	Lily Li
PRT	Port	Luisa Coy	Kenyetta Hinton	Maricar Gratuito
PUC	Public Utilities Commission	Joshua Cardenas	Kenyetta Hinton	Lilly Ting
REC	Recreation & Park	Eliza Pugh	Yan Cao	Melson Mangrobang
REG	Elections	Joshua Cardenas	Sally Ma	Maricar Gratuito
RET	Retirement System	Jack English	Michael Mitton	Lilly Ting
RNT	Rent Arbitration Board	Tiffany Young	Greyson Spencer	Maricar Gratuito
SCI	Academy of Sciences	Luisa Coy	Calvin Quock	Lilly Ting
SDA	Office of Sheriff's Inspector General	Tabitha Romero	Sally Ma	Lily Li
SHF	Sheriff's Department	Matthew Puckett	Calvin Quock	Lily Li
TIS	General Services Agency - Technology	Tiffany Young	Calvin Quock	Maricar Gratuito
TTX	Treasurer / Tax Collector	Matthew Puckett	Michael Mitton	Lily Li
WAR	War Memorial	Luisa Coy	Calvin Quock	Lilly Ting
OCII	Office of Community Investment and Infrastructure	Eliza Pugh	Devin Macaulay	Josephine Liu